



**NOTICE OF A VINEYARD
CITY COUNCIL MEETING
June 13, 2018 at 6:00 PM**

Public Notice is hereby given that the Vineyard City Council will hold a Public Hearing and Regular Session of the Vineyard City Council meeting on Wednesday, June 13, 2018, at 6:00 pm in the Vineyard City Hall, 240 East Gammon Road, Vineyard, Utah. The agenda will consist of the following:

[\(clicking on the blue wording will take you to the documents associated with the agenda item.\)](#)

AGENDA

REGULAR SESSION

Presiding Mayor Julie Fullmer (Mayor Pro temp – Chris Judd – April to June)

1. CALL TO ORDER

INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE

2. OPEN SESSION – Citizens’ Comments

(15 minutes)

“Open Session” is defined as time set aside for citizens to express their views for items not on the agenda. Each speaker is limited to three minutes. Because of the need for proper public notice, immediate action **cannot** be taken in the Council Meeting. If action is necessary, the item will be listed on a future agenda, however, the Council may elect to discuss the item if it is an immediate matter of concern.

3. MAYOR AND COUNCILMEMBERS’ REPORTS/DISCLOSURES/RECUSALS

Mayor Pro temp – Chris Judd – April - June

4. STAFF AND COMMISSION REPORTS

(3 minutes each)

- City Manager/Finance Director – Jacob McHargue
- Public Works Director/Engineer – Don Overson
- City Attorney – David Church
- Utah County Sheriff’s Department – Sergeant Holden Rockwell
- Community Development Director – Morgan Brim &
Planning Commission Chair – Cristy Welsh
- City Recorder – Pamela Spencer
- Building Official – George Reid
- Water/Parks Manager Sullivan Love - Timpanogos Special Service District - Board Member

5. CONSENT ITEMS

- a) Approval of the May 9, 2018 City Council Meeting Minutes
- b) Approval of the May 23, 2018 City Council Meeting Minutes
- c) Approval of Purchases – Upgrade of Security System for Lift Station 1
- d) Approval of Purchases – Public Works Truck

6. MAYOR'S APPOINTMENTS

No items were submitted.

7. BUSINESS ITEMS

7.1 DISCUSSION AND ACTION – Final 2018-2019 Fiscal Year Budget (Resolution 2018-05) (15 minutes)

City Manager/Finance Director Jacob McHargue will present the final 2018-2019 Fiscal Year budget and the certified tax rate. The mayor and City Council may act to adopt by resolution the final budget and set the certified property tax rate for the 2018-2019 Fiscal Year. A public hearing was held on the tentative budget during the May 23, 2018 City Council meeting.

7.2 PUBLIC HEARING – Consolidated Fee Schedule (Resolution 2018-06)

The mayor and City Council will hear public comment regarding suggested amendments to the consolidated fee schedule. The mayor and City Council may act to adopt by resolution the amended consolidated fee schedule.

7.3 DISCUSSION AND ACTION – PTIF Accounts (Resolution 2018-07)

The mayor and City Council will discuss and possibly act to approve a resolution identifying authorized individuals able to access the PTIF (Public Treasurers' Investment Fund) accounts for Vineyard.

7.4 DISCUSSION AND ACTION – A Resolution Indicating the Intent of Vineyard to Adjust a Portion of Its Common Boundary with Lindon City (Resolution 2018-08) (15 minutes)

The mayor and City Council will discuss and possibly act to approve a resolution indicating the intent of Vineyard to adjust a portion of its common boundary with Lindon City.

7.5 DISCUSSION AND ACTION – Consultant for the General Plan Amendment (15 minutes)

Community Development Director Morgan Brim is recommending that the council award the bid for a General Plan Amendment Consultant to Design Workshop. The mayor and City Council will take appropriate action.

8. CLOSED SESSION

The Mayor and City Council pursuant to Utah Code 52-4-205 may vote to go into a closed session for the purpose of:

- (a) discussion of the character, professional competence, or physical or mental health of an individual
- (b) strategy sessions to discuss collective bargaining
- (c) strategy sessions to discuss pending or reasonably imminent litigation
- (d) strategy sessions to discuss the purchase, exchange, or lease of real property
- (e) strategy sessions to discuss the sale of real property

9. ADJOURNMENT

This meeting may be held electronically to allow a councilmember to participate by teleconference.

The next regularly scheduled meeting is June 27, 2018.

The Public is invited to participate in all City Council meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder at least 24 hours prior to the meeting by calling (801) 226-1929.

I the undersigned duly appointed Recorder for Vineyard, hereby certify that the foregoing notice and agenda was emailed to the Salt Lake Tribune, posted at the Vineyard City Hall, the Vineyard City Offices, the Vineyard website, the Utah Public Notice website, and delivered electronically to city staff and to each member of the Governing Body.

AGENDA NOTICING COMPLETED ON: June 12, 2018

CERTIFIED (NOTICED) BY: /s/ Pamela Spencer

PAMELA SPENCER, CITY RECORDER

MINUTES OF THE WORK AND REGULAR SESSION
OF THE VINEYARD CITY COUNCIL MEETING
240 East Gammon Road, Vineyard, Utah
May 9, 2018 at 5:06 PM

Present

Mayor Julie Fullmer
Councilmember Earnest
Councilmember Tyce Flake
Councilmember Chris Judd

Absent

Councilmember Nate Riley

Staff Present: City Manager/Finance Director Jacob McHargue, Public Works Director/Engineer Don Overson, Wastewater Manager Eric Christensen, Sergeant Holden Rockwell with the Utah County Sheriff's Department, Community Development Director Morgan Brim, City Recorder Pamela Spencer, Building Official George Reid, Water/Parks Manager Sullivan Love, Treasurer Mariah Hill, Finance Intern Karuva Kaseke

Others Present: Resident and Planning Commissioner Bryce Brady; Residents Jack Holdaway, Clint Harris, and Karen McWhorter

5:06 PM WORK SESSION

BUDGET DISCUSSION

The mayor, City Council, and staff will discuss the proposed Tentative Fiscal Year 2018-2019 General and RDA budgets.

Mayor Fullmer turned the time over to City Manager/Finance Director Jacob McHargue.

Mr. McHargue explained the budget process and timeline. He said he should have the certified tax rate by the first part of June and the updated population numbers by the third week in May.

Mr. McHargue explained the revenue projections. The sales tax was half from the state population and half from city population. Half came directly from sales in the city and the other half was from the state pool based on population. He said that for property tax estimates, staff took an average value of residential and commercial buildings. Budgeting \$2 million in property tax revenue for 2019.

Mr. McHargue said that for fee revenues there was no way to determine how many building permits would come in during the 2019 fiscal year. Councilmember Judd asked if there were some bills passed about impact fees. Mr. Reid replied that any revenue from building permits had to go to building permit expenses. Councilmember Judd asked where any excess money would go. Mr. McHargue explained that building expenses could include the building department's portion of administration funds and contract labor.

Mr. McHargue reviewed the budget. Highlights of the presentation were:

General Fund Overview – \$5,537,200 which is an increase of 6% from last year.

General Fund Revenue

Property Taxes	36%
Total Licenses and Permits	18%
Total Mixed Revenue	21%
Sales Tax	14%
Franchise Tax	8%
Total Intergovernmental Revenue	5%

Councilmember Judd asked what percentages the city wanted to see. Mr. McHargue replied that they would want to see more sales tax. He explained that the property tax number would go down as the RDA was built out.

Tax Revenues

Property Tax	\$2,000,000
Sales Tax	\$784,400
Franchise Tax	\$311,800

There was a discussion about franchise taxes. Staff would be researching franchise tax revenues.

Permit & Fee Revenues

Building Permits	\$1,000,000
Development Fees	\$450,000
Sanitation Fees	\$243,000 (increased)
Inspection Fees	\$150,000

General Fund Expenses

FY2018 General Fund Expenses

Public Safety	31%
Building	16%
Administration	15%
Transfers	11%
Public Works	10%
Parks	9%
Sanitation	4%
Contracted Services	3%
Buildings & Grounds	2%

FY2019 General Fund Expenses

Public Safety	\$1,728,600 (31% of the budget)
Public Works	\$547,700
Sanitation	\$226,900
Parks	\$487,500
Transfers	\$599,300

Mr. McHargue explained that there would be two transfers, one to capital projects and one to utilities.

Administration

Budget	\$840,900
Decreased Overall	\$7,000
Wages & Benefits	\$50,000
(FT) Planning Tech/Code Enforcement Coordinator (possible effective start date July 1)	

Contracted Services

- Budget \$149,800
- Decreased Overall \$50,000
- Engineering Contract – Decreased \$75,000
- Planner Contract – Increased \$25,000 (includes General Plan consulting fees)

There was a discussion about the General Plan fees.

Buildings and Grounds

- Budget \$96,000
- Increased Overall \$9,000
- Maintenance \$19,000
- 2 Trucks \$45,000

The big change for the year was an increase in the fuel charge for the additional vehicles and Public Works equipment they would be purchasing.

Building

- Budget \$860,500
- Increased Overall \$12,100
- Wages & Benefits \$53,000
- (FT) Inspector in Training

There was a consistent need for basic inspections that were currently being handled through contract labor. It would be much cheaper for the city to hire an inspector in training to handle the easier inspections.

Public Safety

- Budget \$1,728,600
- Increased Overall \$516,400
- Law Enforcement \$850,100
 - Deputy - 07/01/2018
 - Deputy - 01/01/2019
- Fire \$846,500
 - 1428 additional ERU's
 - Discounted rate this year

Mr. McHargue explained that the city had a one-time discount from the Orem Fire Department.

Public Works

- Budget \$547,700
- Increased Overall \$101,500
- Wages & Benefits \$34,000
 - (FT) Water Operator split with Public Works, Water, & Parks Dept.
 - (PT) Parks Laborer
- Contract Services \$31,000 (increased costs for snow removal and mosquito abatement)

Public Works Equipment

- Vac Truck \$410,000
 - Split cost between Public Works, Sewer, & Storm Water
- Street Sweeper \$255,000
 - Split cost between Sewer & Storm Water
- Lease Payment \$150,000

There was a discussion about leasing the equipment.

Sanitation (Assumes a 15% growth rate from the last 12 months)

▪ Revenues	\$243,000
▪ Expenses	\$226,900

Mr. McHargue mentioned that recycling services could possibly go up an additional \$5,000 a year. There was a discussion about recycling and costs. Council felt that Republic Services should honor their contract.

Parks

▪ Budget	\$487,500
▪ Increased Overall	\$201,600
▪ Wages & Benefits	\$60,000
▪ (PT) Seasonal Laborer	
▪ (3/4) Recreation Coordinator & Seasonal Soccer Referees	
▪ (FT) Water Operator split with Public Works, Water, & Parks Dept.	
▪ Department Supplies	\$15,000
▪ Recreation Supplies	\$18,000
▪ Maintenance	\$123,000
▪ Youth Council	\$9,500

Transfers

▪ Subsidy Transfer to Enterprise Fund	\$166,500
▪ Transfer to Capital Projects Fund	\$107,800
▪ Transfer of B & C Road Funds to the Transportation Fund	

Water Fund (17% growth)

▪ Water Revenues	\$2,676,400 (includes the water tank)
▪ Proposed fee change to a Tiered Rate System	
▪ Water Expenses	\$2,842,900
▪ Projected Subsidy	\$166,500

Water Fund Tiered Rate

▪ Current Fee Schedule	
▪ Water Usage Rate	\$1.35 per 1,000 gallons
▪ Proposed Fee Schedule (State Code 73-10-32.5)	
▪ Tier 1 Residential	\$1.50 per 1,000 gallons from 0-30,000
▪ Tier 2 Residential	\$3.00 per 1,000 gallons 30,001+
▪ Tier 1 Commercial	\$1.50 per 1,000 gallons from 0-30,000
▪ Tier 2 Commercial	\$1.75 per 1,000 gallons from 30,001-100,000
▪ Tier 3 Commercial	\$3.00 per 1,000 gallons 100,001+

Mr. McHargue explained how they came up with the tier system. Treasurer Mariah Hill explained that they had done an analysis using other cities' water usage. There was a discussion about water rates.

▪ Water Tank	\$1,500,000 (Funded from RDA & Impact Fees)
▪ Wages & Benefits	\$46,100
▪ (FT) Water Operator split with General Fund	
▪ Equipment	\$46,100
▪ Orem Water	\$31,000

Councilmember Judd suggested that the city create a conservancy group to help define what conservancy was. There was a discussion about water usage.

Sewer Fund (estimated 29% growth from last 12 months)

- Sewer Revenues \$654,600
 - Proposed fee change from \$3.00 to \$3.25 per 1,000 gallons
- Sewer Expenses \$596,600
 - Salaries & Benefits \$23,200
 - Equipment \$45,000

There was a discussion about leasing a Vac truck.

Storm Water Fund (estimates 25% growth from last 12 months)

- Storm Water Revenues \$140,000
 - Proposed fee change
 - Monthly Storm Water Fee \$4.00 to \$5.00 per ERU
 - Land Disturbance Permit Fee \$0 to \$510 (5-acre Commercial)
- Storm Water Expenses \$131,900
- Equipment \$25,500

Transportation Fund

- Transportation Revenues \$361,900
 - B&C from General Fund \$325,000
- Transportation Expenses \$352,000
 - Mill Road Project \$270,000
 - HA5 Surface Treatment \$75,000

Mayor Fullmer asked about painting the curbs red on Mill Road. She asked if it would help the budget to have volunteers. Mr. Overson stated that it would be a greater cost for supplies, labor, and upkeep if they painted the curbs red. The signs would be cheaper. Mayor Fullmer asked if the signs were not working and they wanted to paint the curbs red would the current budget cover the paint for this specific project. Mr. Overson replied that he did not have a cost estimate. He explained that the city had tried this before where they had volunteers to paint the curb red and then had to clean up the mess they left. He preferred that it be a trained person. He added that they also needed to control when the painting was done. Mayor Fullmer asked staff to look into the what the cost would be.

Capital Projects

- Trail Projects \$60,000
- Road Striping \$92,000
- Extension of Quivira Street \$360,000
- Wetland Delineation \$50,000
- 2000 North Improvements \$183,000 (road shared with Lindon)
- Contribution from General Fund \$108,000
- Appropriation from Fund Balance \$637,000

The City Council took a short break at 6:04 PM.

6:06 PM REGULAR SESSION

Mayor Fullmer called the regular session to order at 6:06 PM. Councilmember Flake gave the invocation.

OPEN SESSION – Citizens’ Comments

Mayor Fullmer called for citizens’ comments.

Resident Jack Holdaway living on Holdaway Road gave a brief background on the development of his property. He was requesting reimbursement for road base that had been installed for a required trail. He then found out that the trail had not been approved by the council. He also asked the council to have the property put back to its original condition. He added that he had been charged to move a fire hydrant that the city had installed.

Mr. Brim explained that the Planning Commission and Parks and Trails Committee had put together a map which included this trail. He said that the approval was being held off until the General Plan had been updated. He noted that it was a planned trail. He said that he spoke with City Attorney David Church who said that because the trail was a regional use they could not tie it to a small project like Mr. Holdaway’s. He added that the property for the trail had already been reserved and did not recommend landscaping but to keep the road base down. Mayor Fullmer told Mr. Holdaway that staff would research it and get him an answer by the next council meeting.

Mr. Holdaway stated that when he sells the lots he would include the 10-foot easement to be landscaped accordingly. He noted that the Vineyard Park Place development had not paid for their trail.

Resident Clint Harris living in The Shores subdivision provided council with a copy of Utah Administrative Code: Rule R317-3. He stated that the residents who were affected by the sewage backup on April 9 wondered how it happened and what measures were being taken to keep it from happening again.

Mayor Fullmer stated that she was sorry to hear the residents had been affected by the problem. She said that they should continue to reach out to staff and they would help them resolve any issues. She clarified that the system capacity was where it needed to be. She said that there was a lot of research done by the Sheriff’s Office and staff to find out the cause of the power being shut off. The city was waiting to have a Supervisory Control and Data Acquisition (SCADA) system installed when the backup happened. The system had since been installed. Mr. Overson explained that Wastewater Manager Eric Christensen had the program set up on his computer to get regular reports. He said that there were alarms on the system that would notify them immediately, well before the sewer backed up into homes. All of the lift stations and irrigation systems would have the same control system.

Councilmember Judd asked how staff would be notified after hours. Mr. Christensen replied that the system would call his cell phone. Councilmember Judd asked if there was a secondary backup. Mr. Christensen replied that there were three backups.

Mayor Fullmer mentioned that staff had changed the locks, added additional locks inside the unit and changed the access. Mr. McHargue explained that it was not a power outage, the power to the panel had been physically shut off and they did not know who had done it. He further explained that the power would have to be shut off for at least eight hours for the system to back up into homes. He said that this was the only lift station that did not have the SCADA system in place at the time of the backup. He noted that staff had spoken with most of the homeowners. He reiterated that the city was sorry that this happened and that they now had systems in place to ensure that this did not happen again. He felt that the city had responded as best as they could. Mayor Fullmer stated that the city would keep up that responsiveness. She felt that the companies they had been working with, Utah Trust and Restoration Masters, had taken care of

their questions and concerns. She asked the residents to please continue to reach out to the city if they had any further questions.

Mr. Harris said that beyond the telemetry (SCADA) what the guidelines covered was a backup pump and a reservoir. Mr. Overson replied that there was a backup generator and a wet well. He stated that there were two pumps that jockeyed on and off. He explained how the pumps worked. He added that there was an option to install a 3rd pump in a couple of years to handle the incoming flow. He noted that the system was set up to state requirements. He felt comfortable with the pump station.

Mayor Fullmer suggested that it would be beneficial to put a post on social media.

Resident Karen McWhorter living in The Shores subdivision commented that Travelers Insurance had not been easy to work with. Mr. Harris explained what the residents had been going through with the insurance company. Councilmember Judd stated that they would pass the information along to the insurance company. Mr. McHargue and Mayor Fullmer both mentioned that they had reached out to the insurance company.

Resident Bryce Brady living in The Elms subdivision said that he had heard that there had been some contention with residents living in the homes that back up to the Clegg farm. He explained that someone had been driving and/or dumping on the Clegg farm. He said that the farmer who was leasing the farm was going to install a barbed wire fence and the neighbors who had children were concerned with the use of barbed wire. There was a discussion about fencing requirements. Mr. Brim stated that he would check with the code on agricultural fencing.

Mayor Fullmer called for further comments. Hearing none, she closed the public session.

MAYOR AND COUNCILMEMBERS' REPORTS/DISCLOSURES/RECUSALS

Councilmember Judd reported on the Utah Leagues of Cities and Town's Mid-year conference held in St. George. He felt that it had been beneficial to speak with other elected officials and staff representatives from other cities and towns in Utah. He said the other cities and towns were also experiencing high growth, and a need for public safety. He said that he received a lot of good feedback on how Vineyard was doing as a whole. He noted that cities were starting to recognize who Vineyard was and where we planned to go. He added that there were great breakout sessions.

Councilmember Earnest reported that at the Utah Valley Special Service District Board meeting they solidified the members on the board and approved the budget.

Councilmember Flake reported that he had attended a meeting with Mr. Brim and Steve Anderson from Utah Valley University (UVU). He said that Vineyard explained the need for UVU to be more open with the city and as the city made plans that affected UVU, they would need to know what their needs were. He added that they would be holding monthly meetings with UVU. Mayor Fullmer mentioned that she had spoken with President Tuminez, the new UVU president, and she was willing to work with Vineyard and create a strong relationship. Mr. Brim noted that Mr. Anderson had stated that the Marriot Corporation wanted to build a hotel on the UVU campus. He said that Mr. Anderson had suggested to the Marriot Corporation that the hotel be built in Vineyard.

361 **STAFF AND COMMISSION REPORTS**

362 City Manager/Finance Director – Jacob McHargue – Mr. McHargue stated that the quarterly
363 report was in the Dropbox and asked if the council had any questions on it. He stated that on the
364 revenue side they were in line with where they wanted to be. All of the enterprise funds were
365 doing well and should be self-sufficient this year. He said that they were below spending in
366 every category for expenditures. He explained that in previous years they had to put a buffer item
367 in the budget. He also pointed out that with the land purchase they should not have to do a
368 budget adjustment in June. He reported that he met with the new representative from Rocky
369 Mountain Power, Michael Lang. He said that as he understood it the projects they were waiting
370 for Rocky Mountain Power to finish were the lights on Loop Road, 400 North, and Mill Road.
371 The lights were now on and operating. He reported that he had attended the ULCT and the City
372 Manager's conferences in St. George. He said that he would be participating on a panel to
373 interview and hire the new city manager for Heber. He reminded everyone that Heritage Days
374 would be held this Saturday at Gammon Park. He reported that he had met with Flagship Homes
375 about the 18-acre park.

376
377 Public Works Director/Engineer – Don Overson – Mr. Overson reported that Union Pacific had
378 approved the 30 percent design for the Center Street Overpass. He mentioned that JUB would be
379 moving forward with completing the final design. He said that they would like to put the project
380 out to bid in July and have construction starting in September. He reported that he had spoken
381 with Utah Transit Authority (UTA) about expanding their track and they were okay with the
382 drawings.

383
384 Mr. Overson reported that there was a business owner who wanted to rent the Gammon Park
385 field for 2 hours every day for a week to hold a karate type class. He noted that this would be
386 held two different times in the summer. Mr. Overson stated that the city had never rented the
387 park and was seeking direction from the City Council. Mayor Fullmer mentioned that there was
388 a resident who runs a baseball team that wanted to add dirt to the dugout and field. Mr. Overson
389 explained what needed to be done to make it a proper baseball field. He said the they would need
390 to look at the cost and the benefit. Councilmember Judd felt that they needed to understand what
391 would be done on the 11-acre parcel. Mr. Overson said that he would have to put some numbers
392 together to see what it would cost to build a decent baseball diamond. Councilmember Earnest
393 felt that making it a practice field vs a game could be different as well. He said that there was a
394 lot of interest in a baseball practice field. Mr. Overson explained that the could not use regular
395 sand for a baseball diamond. There was further discussion about changing the use to a baseball
396 field. Councilmember Judd asked how much it would be used for baseball. He said that there had
397 been past discussions about the 18-acre park and it was determined that the most use would be
398 grass fields. They would have to make a conscious decision if they chose to make it a baseball
399 park and to keep it a baseball park. He wanted to know how much they felt it would be used.
400 Mayor Fullmer stated that previous councils felt that residents could use Orem's Lakeside Sports
401 Park for baseball. There was further discussion about baseball fields. Councilmember Earnest
402 felt that as the city made plans for other parks they should include a baseball field.

Councilmember Flake asked if they could change the rental form to include the park. Mr. Overson asked for council's recommendation. The discussion continued. Consensus was that park use should be first come, first served.

City Attorney – David Church – Mr. Church was excused.

Utah County Sheriff's Department – Sergeant Holden Rockwell – Sergeant Rockwell had no new items to report. Councilmember Judd mentioned that there were traffic concerns with a portion of Lake View Drive in the Sleepy Ridge subdivision. Sergeant Rockwell stated the he would include additional patrols in that area. Mayor Fullmer asked if staff still anticipated painting that section of road.

Community Development Director – Morgan Brim & Planning Commission Chair – Cristy Welsh – Chair Welsh was not present at this meeting. Planning Commissioner Bryce Brady reported on a discussion that they had at the last Planning Commission meeting regarding building heights and driveway slopes in the Waters Edge development. He said that they wanted to switch the requirements to the entire city. He reported that UVU students had given a presentation on the promenade project they had done for the city. Mayor Fullmer explained that instead of the path grading out, it would bottle neck near the retail area and then bubble out further down to make the space more usable. Mr. Brim further explained UVU's concept. Mayor Fullmer said that it would still allow people to see the views and make the retail area more walkable.

Mr. Brim reported that he had a response to the Request for Proposal (RFP) for the General Plan consultant. He said that in two weeks they would hold a General Plan interview panel. Mr. Brim mentioned that one discussion he had with Mr. Anderson from UVU was to expand the promenade and continue it through the UVU property. Mr. Brim reported that he had met with Cottonwood Partners on their site plan process. He mentioned that Chubby's Café was hoping to be open by November. Mr. Brim reported that he and the mayor had met with Russ Fotheringham, EDCUtah's Economic Development Manager for Utah County. He said that Mr. Fotheringham shared that there would be a large announcement in Eagle Mountain that would affect Utah County positively. Mr. Brim reported that they had been working on updating the sign code and making it easier to read, along with updating the home occupation code.

City Recorder – Pamela Spencer – Ms. Spencer had no new items to report.

Building Official – George Reid – Mr. Reid gave a brief update on the Public Safety Building basement finish. He explained that they had had a setback because the countertop that had been installed was not up to Vineyard standards. The other setback was getting subcontractors back to work on the basement.

Water/Parks Manager Sullivan Love – Mr. Love reported that the Timpanogos Special Service District (TSSD) Board was in the process of extending an offer to someone to fill the vacant General Manager's position.

449
450 **CONSENT ITEMS**

- 451 a) Approval of the April 11, 2018 City Council Meeting Minutes
452 b) Approval of the Holdaway Cove Final Plat
453 c) Approval of the Utah County 2018 Municipal Recreation Grant Application
454 d) Approval of Purchases for upgraded recording equipment
455 e) Approval of Purchases for street sweeping services
456

457 Mayor Fullmer asked for questions on the consent items. Hearing none, she called for a motion
458 to approve the consent items.
459

460 **Motion:** COUNCILMEMBER FLAKE MOVED TO APPROVE THE CONSENT ITEMS AS
461 LISTED. COUNCILMEMBER JUDD SECONDED THE MOTION. MAYOR FULLMER,
462 COUNCILMEMBERS EARNEST, FLAKE, AND JUDD VOTED AYE. COUNCILMEMBER
463 RILEY WAS ABSENT. MOTION CARRIED WITH ONE ABSENT.
464

465
466 **MAYOR'S APPOINTMENTS**
467

468 **7.1 City Councilmember Appointments to Boards and Commissions**
469

470 Mayor Fullmer explained that there were four things that the council wanted to focus on for the
471 city.

- 472 • Working with state and local entities that surround the city and the State legislators
- 473 • Working on events, branding, and letting people know who Vineyard is
- 474 • Focusing on safety in the city
- 475 • Driving economic development
476

477 Mayor Fullmer appointed councilmembers to focus on these main topics:

- 478 • Councilmember Flake – State and local entities, such as the Legislature, Utah Lake
479 Commission, and other boards in this area
- 480 • Councilmember Judd – Economic development boards
- 481 • Councilmember Earnest – Dispatch, Orem Community Hospital, Neighborhood Watch,
482 Code Enforcement, etc.
- 483 • Councilmember Riley – Branding and city events
484
485

486 **7.2 Setting of the mayor pro tempore schedule –**

487 Mayor Fullmer stated that she will be handing out the quarterly mayor pro tempore schedule for
488 the rest of the year.
489
490

491 **7.3 Youth Council Executive Members.....7 Vacancies**

492 Mayor Fullmer with the consent of the council appointed the following individuals to the
493 Vineyard Youth Council Executive Committee:

- 494 Youth Council Mayor – Michael Aldous
- 495 Youth Council Recorder – Christopher Aldous
- 496 Youth Council City Manager – William Welsh
- 497 Youth Council Service Committee Chair – Rachel Golightly
- 498 Youth Council Election Committee Chair – Kyler Wood
- 499 Youth Council Beautification Committee Chair – Cale Lamb
- 500 Youth Council Activity Committee Chair – Zoe Lee

501 **BUSINESS ITEMS**

502 **8.1 DISCUSSION AND ACTION – City Council Meeting Schedule ORDINANCE 2018-04**

503 Mayor Fullmer will present a change to the council meetings. The mayor and City Council
504 may act to approve (or deny) this request by ordinance.

505
506 Mayor Fullmer explained that because the format of the agenda for City Council meetings had
507 changed they needed to change the wording in the code. She said that this would make it so that
508 the regular session would start promptly at 6:00 PM.

509
510 **Motion:** COUNCILMEMBER FLAKE MOVED TO ADOPT ORDINANCE 2018-04.
511 COUNCILMEMBER EARNEST SECONDED THE MOTION. MAYOR FULLMER,
512 COUNCILMEMBERS EARNEST, FLAKE, AND JUDD VOTED AYE. COUNCILMEMBER
513 RILEY WAS ABSENT. MOTION CARRIED WITH ONE ABSENT.

514
515 **8.2 DISCUSSION AND ACTION – Utah Valley Dispatch Special Service District Board**
516 **Appointment (Resolution 2018-04)**

517 Mayor Fullmer will present a recommendation for a member of the City Council and staff to
518 sit on the Utah Valley Dispatch Special Service District. The mayor and City Council may
519 act to approve (or deny) this request by resolution.

520
521 Mayor Fullmer explained that the UVDSSD Board was a collaboration between police, fire, and
522 cities on how to keep the cities safe.

523
524 **Motion:** COUNCILMEMBER JUDD MOVED TO APPROVE THE APPOINTMENTS
525 RESOLUTION 2018-04. COUNCILMEMBER FLAKE SECONDED THE MOTION. MAYOR
526 FULLMER, COUNCILMEMBERS EARNEST, FLAKE, AND JUDD VOTED AYE.
527 COUNCILMEMBER RILEY WAS ABSENT. MOTION CARRIED WITH ONE ABSENT.

528
529
530 **8.3 DISCUSSION AND ACTION – Proposed Tentative Fiscal Year 2018-2019 Budget**

531 The Finance Department will present the proposed Tentative Fiscal Year 2018-2019 Budget.
532 The mayor and City Council may act to adopt the proposed tentative budget and set a Public
533 Hearing for May 23, 2018 to receive public comment concerning the adopted tentative
534 budget.

535
536 Councilmember Judd asked for a condensed version taken from the work session held earlier.

537
538 Mr. McHargue reviewed the budget from the work session. There was a discussion about road
539 funds and wetlands delineation.

540
541 Mayor Fullmer called for a motion.

542
543 **Motion:** COUNCILMEMBER JUDD MOVED TO ADOPT THE TENTATIVE FISCAL
544 YEAR 2018-2019 BUDGET AS PRESENTED. COUNCILMEMBER FLAKE SECONDED
545 THE MOTION. MAYOR FULLMER, COUNCILMEMBERS EARNEST, FLAKE, AND
546 JUDD VOTED AYE. COUNCILMEMBER RILEY WAS ABSENT. MOTION CARRIED
547 WITH ONE ABSENT.

548
549 **8.4 DISCUSSION AND ACTION – Arborist Services**

550 Water/Parks Manager Sullivan Love is recommending the council award the Arborist
551 Services to the low bidder, Treewise for \$21,250, the new amount from the revised bid. The
552 mayor and City Council will take appropriate action.

553
554 Mayor Fullmer turned the time over to Water/Parks Manager Sullivan Love.

555
556 Mr. Love explained the need for an arborist. He said that he had received bids from Hort Group
557 and Treewise. He noted that Treewise had amended their bid by removing the winter discount.
558 He said that Hort Group had included additional services which almost doubled the Treewise
559 bid. Mr. Love recommended that council approve the bid from Treewise. He added that this
560 would help to determine how to take care of the trees. Mr. Overson said that it would also help to
561 develop a database with a map to show every tree owned by the city and what the different trees
562 were. Mr. Overson felt this would be a great asset to the city.

563
564 **Motion:** COUNCILMEMBER JUDD MOVED TO MOVE FORWARD WITH THE
565 PROPOSAL TO USE TREEWISE WITH THE \$21,250 REVISED BID. COUNCILMEMBER
566 FLAKE SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS
567 EARNEST, FLAKE, AND JUDD VOTED AYE. COUNCILMEMBER RILEY WAS ABSENT.
568 MOTION CARRIED WITH ONE ABSENT.

569
570 **8.5 DISCUSSION AND ACTION – Real Estate Purchase Contract**

571 City Manager/Finance Director Jacob McHargue will present the purchase contract for the
572 purchase of approximately 9 acres of undeveloped land in Lindon. The mayor and City
573 Council will take appropriate action.

574
575 Mayor Fullmer turned the time over to City Manager/Finance Director Jacob McHargue.

576
577 Mr. McHargue explained that had they met with Lindon City to discuss the intricacies of buying
578 land in another city. He said that the Lindon City Council wanted to see a signed offer prior to
579 their next council meeting. He stated that both cities would need to do a boundary adjustment.
580 He explained that part of the agreement would be that Vineyard would adjust the boundary back
581 to Lindon if they decided to sell that land to a developer for a commercial use, so that Lindon
582 would get the property taxes. There may need to be an interlocal agreement to define how the
583 land agreement would work. There was further discussion about property tax and land use.

584
585 Mr. McHargue mentioned that Lindon wanted Vineyard to take over the road that went in front
586 of the property. Mr. Overson explained that the road ran from the rail road tracks to the boat
587 harbor. There was further discussion about the road.

588
589 Mr. Overson said that Vineyard needed to have overhead power installed to serve the Town
590 Center area. Mr. McHargue explained that Lindon had a proposal to allow the overhead power to
591 be installed before they would be able to make a change to their code to allow overhead power
592 lines west of railroad tracks.

593
594 Councilmember Judd asked how the property purchase would be funded. Mr. McHargue replied
595 that the purchase would be funded out of Capital Projects.

596
597 Mayor Fullmer stated that this was the best option they had found. Mr. McHargue added that it
598 was the best price per square foot. He said the that the total purchase price would be \$1,822,986
599 for nine acres of ground, the road, and an easement for the powerline.

600
601 **Motion:** COUNCILMEMBER JUDD MOVED THAT THE COUNCIL AUTHORIZE MAYOR
602 FULLMER TO SIGN THE PROPOSED PURCHASE CONTRACT FOR THE PURCHASE OF
603 THE NINE ACRES IN LINDON AT THE PROPOSED PURCHASE PRICE OF \$1,822,986.
604 COUNCILMEMBER EARNEST SECONDED THE MOTION. MAYOR FULLMER,

COUNCILMEMBERS EARNEST, FLAKE, AND JUDD VOTED AYE. COUNCILMEMBER RILEY WAS ABSENT. MOTION CARRIED WITH ONE ABSENT.

CLOSED SESSION

No closed session was held.

ADJOURNMENT

Mayor Fullmer called for a motion to adjourn the meeting.

Motion: COUNCILMEMBER FLAKE MOVED TO ADJOURN THE MEETING AT 7:25 PM. COUNCILMEMBER EARNEST SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS EARNEST, FLAKE, AND JUDD VOTED AYE. COUNCILMEMBER RILEY WAS ABSENT. MOTION CARRIED WITH ONE ABSENT.

The next regularly scheduled meeting is May 23, 2018.

MINUTES APPROVED ON: _____

CERTIFIED CORRECT BY: /s/ Pamela Spencer
PAMELA SPENCER, CITY RECORDER

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MINUTES OF THE VINEYARD
CITY COUNCIL MEETING
240 East Gammon Road, Vineyard, Utah
May 23, 2018 at 6:00 PM

Present

Absent

Mayor Julie Fullmer
Councilmember John Earnest
Councilmember Tyce Flake
Councilmember Chris Judd
Councilmember Nate Riley

Staff Present: City Manager/Finance Director Jacob McHargue, Public Works
Director/Engineer Don Overson, Sergeant Holden Rockwell with the Utah County Sheriff's
Department, Water/Parks Manager Sullivan Love, City Attorney David Church, Building
Official George Reid, City Planner Elizabeth Hart, Planning Commission Chair Cristy Welsh,
Finance Intern Karuva Kaseke

Others Present: Residents Jack Holdaway, Nicole Wood, Anthony Jenkins, and Stan Jenne
Stewart Park with Anderson Geneva

6:00 PM **REGULAR SESSION**

Mayor Fullmer opened the meeting at 6:00 PM. Councilmember Earnest gave the invocation.

OPEN SESSION – Citizens' Comments

Resident Jack Holdaway living on Holdaway Road stated that he was requesting reimbursement for the road base that had been installed for a trail that was required in his subdivision. He said that he had since learned that the trail had not been approved by council and wanted the land put back to its original state. He stated that he had the road base removed because he did not want it there. Mr. McHargue said that staff had met and it was their opinion that the trail should be installed as part of the City's trail system. He explained that they were looking into the cost to complete that section of trail now. He said that staff felt they were warranted in requiring the road base to be put down and that it should remain there until they were ready to install the trail. He added that staff felt that there should be no reimbursement. Mr. Holdaway said that he had spoken with the City's legal counsel who said that it was not approved and that he should not be charged for the trail system. He explained that the reason he did not want the trail there was because the incomplete trail across the street was not being maintained. He pointed out that the other development had not been required to pay for their trail. Mr. Church explained that in each development, the city had to justify the amount of trail required, based on the size of the development. He said that the development had to install the public facilities which were made necessary by the development. He stated that when he discussed this issue with city staff, he agreed that the dedication of the land was fair but that they should not require the full improvements on the trail. He said that they could require a trial but had to balance the size of

the development with the trail needs and the benefits given to the city. He added that it did not make sense to require the completion of the trail when it would not be connecting to anything. Councilmember Judd asked about the maintenance of the other trail. Mr. McHargue replied that this was one reason they were looking at paving the trail now to make it easier to maintain.

Mayor Fullmer asked where the city stood now that the road base had been removed. She also asked about the fire hydrant that Mr. Holdaway had moved. Mr. Overson replied that the city would have to put the road base back down, which would be an added expense. He explained that the fire hydrant had been placed according to the City's standards for Holdaway Road and had to be moved when it was decided to install a trail there. He felt that it was part of the development process to move the fire hydrant. He explained that Mr. Holdaway was only having to dedicate a small section of the trail because the city already owned the rest of the right-of-way. Mayor Fullmer asked what the metric was to determine the amount of trail required. Mr. Church replied that it was normally negotiated at the time of the development before it was even platted. He said that he had not heard any complaints until after the plat had been recorded and did not know what brought up the issue now. He pointed out that they had done the evaluation in arrears. Mr. McHargue explained that the city was initially requiring the whole trail to be completed. Mr. Holdaway clarified that when he first received the bid from Don Sterling Excavation (SDX) they had not included the trail system and then the city told SDX they had to include it. Mr. Church asked what the bid amount was for the trail. Mr. Holdaway replied that it was almost \$6,000. Mr. Church said that the question was, in addition to the road base, was it fair to require him to pay the \$6,000 for a five-lot subdivision.

Councilmember Riley explained what happened to the Shoreline trail when it was installed too soon and the city had to repair it later. He asked why the city was requiring a section of trail to be put in now when it would not be connected to anything for a few years. Mr. Overson replied that he also questioned why they were requiring a trail now when it had no beginning or end. Councilmember Judd explained that when he sat through the discussions on the Parkside Place subdivision, they had required the trail. Mr. Overson explained that they had only required the road base to be installed for that subdivision. He said that it was easier to maintain the road base and that we would look at taking care of it. He felt that they should not install the asphalt at this time. He explained what would need to be done to the road base once the city was ready to install the trail. The discussion about the trail continued.

Mayor Fullmer asked if the city would be able to maintain the trail area. Mr. Overson replied that the Public Works Department would take care of it.

Mr. Holdaway stated that it was not a straight line and that the road base would be a mess. Mr. Overson explained that the city owned 10 feet from the back of the curb and they did not want people to landscape or develop into their easement. There was a discussion about the right-of-way. Councilmember Judd expressed concern that Mr. Holdaway needed to let the new landowners know that there was an easement there. Mr. McHargue asked if they could use a smaller caliber road base. Mr. Overson explained that the road base had not been compacted and if it had been it would be as hard as concrete.

Mr. Holdaway replied that he would specify to those purchasing the lots that they could not install anything except grass. Mayor Fullmer verified that the road base had been removed. She recapped that they would not be completing the trail and were still debating if they were going to install the road base and make the right-of-way a straight line. She felt that staff should meet with Mr. Holdaway to discuss how this was going to work. Mr. Holdaway mentioned that there would be a three to four-inch step off of the trail in that area. Mr. Overson explained that they could install more road base and bring it up to grade. There was further discussion about the trail.

103 Mayor Fullmer asked if they could have a meeting to come up with a solution.
104 Councilmember Judd asked if Mr. Holdaway had been reimbursed by SDX after they had
105 removed the road base. Mr. Holdaway replied that he had not. Councilmember Judd expressed
106 his concern that Mr. Holdaway had caused an additional cost for the city. He explained that in
107 addition to a reimbursement for the installation of the road base the city would have to pay to
108 have it reinstalled. He said that from the time that council had stated that they would discuss it
109 further and get back to him he went ahead and had the road base removed. Mr. Holdaway
110 explained that he had a time frame to follow and had to make a decision. He said that he was still
111 of the opinion that he would rather have sod until the trail was ready to go in.

112
113 Mr. McHargue agreed to hold a meeting with Mr. Holdaway to discuss the issue further.

114
115 Mr. Church stated that if there were no sprinklers then there would be nothing wrong with
116 having sod. He said that the problem would be if the homeowner were to install sprinklers, a
117 fence, trees, etc. on the right-of-way, then it would be more expensive. Councilmember Earnest
118 asked if there would be an additional cost to the city. There would be costs either way to prepare
119 the site and install the trail. Councilmember Judd asked how the city would ensure that the
120 landowners did not build on the right-of-way. Mayor Fullmer asked if they were not going to
121 reimburse Mr. Holdaway at this time. Mr. Holdaway felt that he should be reimbursed for the
122 road base. Mr. Church explained that this was not unlike a park strip where by law the city
123 allowed them to put in sod, sprinklers, and trees. He said that when the city needed to tear it up
124 for any number of reasons they did not have to reimburse the homeowner. Councilmember Judd
125 commented that there was already a trail on the plat and that Holdaway Road had always been
126 treated differently. Mr. Church explained that the standard for Holdaway Road was not for a full
127 sidewalk but for a public walkway, which was less than a sidewalk but more than nothing. He
128 said that was why it was fair to have the landowner put it in.

129
130 Mayor Fullmer asked the staff if there was anything they wished to share and for their
131 recommendation. Mr. McHargue replied that his recommendation was that the city not reimburse
132 Mr. Holdaway but allow him to put grass until they were ready to install the trail.

133
134 Mr. Holdaway asked if the council could take a vote or if he could get an opinion from the
135 councilmembers.

136
137 Councilmember Riley said that he wanted to read through the minutes from the last meeting
138 before he made a decision. He expressed concern that Mr. Holdaway had moved forward without
139 waiting for input from the city and was now requesting reimbursement. He felt that Mr.
140 Holdaway had acted on his own behalf without waiting for any further input. Mr. Holdaway
141 stated that he had expected an answer at the last meeting. He said that he had been under a time
142 constraint and needed to take care of it.

143
144 Mayor Fullmer felt that they should set up a meeting to review everything.

145
146 Councilmember Judd stated that he had a hard time with reimbursing Mr. Holdaway after the
147 council had received the information from the last meeting and were going to discuss it further
148 and then in the meantime, Mr. Holdaway had incurred additional expenses. Councilmember
149 Earnest agreed with no reimbursement but liked the grass idea. Councilmember Flake agreed that
150 they should have a meeting with staff and Mr. Holdaway, where they could come to a resolution
151 by the end of the coming week. Mr. McHargue stated that he would set up a meeting with Mr.
152 Holdaway for this week. Mayor Fullmer felt that they should have grass in that area if the city
153 was not going to install the trail right away and it would look nicer for the sale of the lots. She

said that they needed to review the information before they made a final decision on whether or not to reimburse Mr. Holdaway.

Resident Nicole Wood living in The Cottonwoods subdivision explained that she wanted to rent out her basement and had followed all of the guidelines for an Accessory Dwelling Unit (ADU). She said that she was waiting to finish her basement because she had been told that the city was working towards a more reasonable procedure for an ADU. Ms. Hart explained that they were updating the ordinance by removing the requirement of a business license. She said that they were updating the process so that the property was approved for the use, not the property owner. She mentioned that the ordinance was scheduled for approval in June. Ms. Wood said that she would be willing to wait for the approval to finish her basement.

Ms. Wood asked why the Center Street overpass would only be one lane each way. Mr. Overson replied that the main reason was that, in the last transportation study, more traffic was modeled going north than east. This made it so that the city was not required to have four lanes. He added that the cost to add the two extra lanes would be an additional \$4 to \$5 million. Mayor Fullmer stated that the space to add the additional two lanes was not there anymore. Ms. Wood explained that she works off of Geneva Road and 500 South and that it was becoming more difficult to turn left onto 400 South just before Geneva Road, so she was taking a route through the neighborhood. She felt that a lot of people would be using Center Street. She mentioned that there was a freeway entrance off of Center Street. Mayor Fullmer explained that the plans for the overpass and development were done 11 years ago and the infrastructure was now in place. She added that the city was now one of the fastest growing cities in the nation. Mr. Overson said that when they were doing the study they took the model to what they thought would be build out. He commented that the Waters Edge development had fewer lots than originally projected and that the Homestead development had stayed the same. He said that there would be a signalized intersection so traffic would move quickly. He mentioned that there would be peak times in the mornings and evenings but the lights could be synchronized to move traffic. Mayor Fullmer said that, as the city noticed the failures at the signal lights, they had been working with UDOT to correct those failures. Ms. Wood asked if they were saving any space for potential growth. Mayor Fullmer mentioned that at this point the land to expand the overpass was gone was gone and that getting the air rights was difficult. She felt that the transportation study was matching growth. Ms. Wood said that having a dedicated green turn light on to Geneva Road from 400 South had helped. Mr. Overson added that in the future UDOT would be opening a second left turn lane onto Geneva Road for when the queue reaches Vineyard Road.

Mayor Fullmer called for further comments. Hearing none, she closed the public session.

MAYOR AND COUNCILMEMBERS' REPORTS/DISCLOSURES/RECUSALS

Councilmember Judd reported that he had attended the Utah Valley Visioning Summit on Monday. He said that it was attended by municipalities, school districts, and the Chambers of Commerce throughout the valley. He said that they had talked about education, workforce recruitment, development, and housing affordability. He added that they had also talked about transportation with MAG, UDOT, and UTA. He mentioned that there would be a meeting to discuss the 2050 Transportation Plan. He added that by 2060 Utah County's population would surpass Salt Lake County's.

Mayor Fullmer explained how the Visioning Summit worked and how they hoped to get the state's representatives to see where Utah Valley was going because of its exponential growth.

She reported that she had met with UDOT and UTA to move forward on the FrontRunner Station. She reported that they were still in discussions with Union Pacific Railroad about removing the tracks on the east side by the Vineyard Connector and behind the Megaplex, etc. She mentioned that the city would be meeting with the school board.

Councilmember Flake reported that there would be a meeting with the Utah Lake Commission in June about cleaning up some of the property. He said that the transportation meeting would be on June 29. Mayor Fullmer mentioned that she had gotten tickets for people to attend.

Mayor Fullmer reminded everyone that Vineyard had been participating in Bike Month and that they had one more event on May 31 at Gammon Park.

STAFF AND COMMISSION REPORTS

City Manager/Finance Director – Jacob McHargue – Mr. McHargue reported that staff had attended several meetings this week. He mentioned that Mr. Brim was attending a retail conference in Las Vegas. Mayor Fullmer explained that the city had met with Economic Development Corporation of Utah (EDCUtah) who was putting a demographic project together. She said that anyone who wanted a grocery store, restaurants, etc., to come into Vineyard should attend the Food Truck Rally at The Forge development to show residential support. She said that brokers would be attending and watching the metrics to see if it would be worth it to bring stores, restaurants, etc., into our community.

Mr. McHargue reported that he had attended the Parade of Homes planning session. He mentioned that Leisure Villas would have a home in the Parade of Homes this year, which would bring 20,000 people to the city. Councilmember Judd mentioned that Utah Valley Home Builders Association (UVHBA) was building a new office in Vineyard.

Mr. McHargue reported that there was a meeting with UTA and UDOT about the FrontRunner station for the first week in June and that they were inviting the landowners to attend. He reported that Governor Herbert would be visiting the city next week. He said that the Summer Celebration would be held on June 30 in conjunction with the grand opening of the 18-acre park. He asked everyone to please stay out of the park until it was finished. He explained that every time someone accessed the park the developer had to repair it before he could continue work on it.

Public Works Director/Engineer – Don Overson – Mr. Overson reported that yesterday was moving day for the Public Works Department to the basement of the city offices. He said that he was still working on the Center Street overpass. He said they were putting together a site plan for the new Public Works yard on the property that the city was purchasing in Lindon. He added that he had a discussion with the Lindon Boat Harbor about being put on the Vineyard sewer and water system.

249 City Attorney – David Church – Mr. Church had no new items to report.

250
251 Utah County Sheriff’s Department – Sergeant Holden Rockwell – Sergeant Rockwell reported
252 that Deputy Chad Stilson would be holding a graduation for the NOVA class on May 30 at
253 Vineyard Elementary. He also reported that they held a bike rodeo last Saturday as part of Bike
254 Month. He reported that Deputy Stilson had received an award at the Sheriff’s Department
255 Awards Banquet for his outstanding work in Vineyard.

256
257 Community Development Director – Morgan Brim &
258 Planning Commission Chair – Cristy Welsh – Chair Welsh reported that O’Reilly Auto Parts’
259 site plan had been submitted. She said that they had also been working with UVHBA on their
260 building. She said that they had been getting pushback on the city’s sign codes. Ms. Hart reported
261 that they were updating the sign ordinance and UVHBA had given their comments on it. She
262 added that they were also working on Home Occupation, ADU, and Hearing Officer ordinance
263 updates.

264
265 City Recorder – Pamela Spencer – Ms. Spencer had no new items to report.

266
267 Building Official – George Reid – Mr. Reid reported that the Building Department held a
268 successful third annual contractor appreciation luncheon yesterday. He reported that the Public
269 Works and Engineering Department had moved to the basement offices. He said that staff was
270 waiting for the installation of the recording system to complete the new Council Chambers. Ms.
271 Spencer remarked that she was waiting to hear from JCG Technologies about the equipment.

272
273 Water/Parks Manager Sullivan Love – Mr. Love reported that the candidate who was offered the
274 position of Timpanogos Special Service District (TSSD) Manager had turned them down. He
275 mentioned that the Provo Harbor had reopened. He reported that the Utah Lake Commission’s
276 annual lake festival plans were underway for June 2. He encouraged everyone to participate. He
277 reported that the tree removal plan had to be postponed until fall because the trees had leafed out
278 too soon. He added that the contractor would honor the same bid amount. He explained that the
279 arborist was a separate contractor.

280
281 Mayor Fullmer asked Mr. Overson what the process was to change the name on a street. Mr.
282 Overson explained the process. He mentioned that starting in July the city would have a new ZIP
283 Code, 84059. Mayor Fullmer mentioned that the new ZIP Code could be used now. There was
284 further discussion about the process to change the name on a street.

285 286 287 **CONSENT ITEMS**

- 288 a) Approval of the May 9, 2018 City Council Meeting Minutes
289 b) Approval of Final Plat Edgewater Phase 13

290
291 Mayor Fullmer called for a motion. Councilmember Judd asked Councilmember Riley if he
292 wished to have the minutes pulled from the consent for further review. Councilmember Riley
293 agreed.

Motion: COUNCILMEMBER JUDD MOVED TO REMOVE CONSENT ITEM A AND ACCEPT APPROVAL OF CONSENT ITEM B. COUNCILMEMBER FLAKE SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS EARNEST, FLAKE, JUDD, AND RILEY VOTED AYE. MOTION CARRIED UNANIMOUSLY.

MAYOR'S APPOINTMENTS

No items were submitted.

BUSINESS ITEMS

7.1 PUBLIC HEARING – Adopted Tentative Fiscal Year 2018-2019 Budget

The mayor and City Council will hear public comment concerning the adopted Tentative Fiscal Year 2018-2019 Budget. Utah State Code 10-6-115 states that after the conclusion of the public hearing, the mayor and City Council may continue to review the tentative budget.

Mayor Fullmer called for a motion to go into a public hearing.

Motion: COUNCILMEMBER JUDD MOVED TO OPEN THE PUBLIC HEARING AT 7:00 PM. COUNCILMEMBER FLAKE SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS EARNEST, FLAKE, JUDD, AND RILEY VOTED AYE. MOTION CARRIED UNANIMOUSLY.

Mayor Fullmer turned the time over to City Manager/Finance Director Jacob McHargue.

Mr. McHargue presented the budget. Highlights were:

2018 Retreat Goals

- Projects
 - Overpass
 - FrontRunner Station
 - Town Center
 - General Plan
 - Focus
 - Code Enforcement
 - Parks & Recreation
 - Sustainable Enterprise Funds

Mr. McHargue explained that the council and staff met in January to discuss goals and upcoming projects. He said that most of the goals that were set were centered around the projects.

Mr. McHargue said that the Census Bureau released to the media the updated census information. Vineyard had a population estimate of 6,210 people which is much less than the actual population numbers. He explained that the Census Bureau used different data and were a year behind. Mayor Fullmer mentioned that the Census Bureau had requested that an update from the city be sent to them. Mr. McHargue stated that the 2020 census would show a major increase. He said that the city had 57 percent growth, making Vineyard the city with the highest level of growth in the state three years in a row.

General Fund Overview

- Budgeting for \$5,5372,00
 - Increase from FY 18 \$334,540 (6%)

FY 2019 General Fund Revenues

▪ Property Tax	36%
▪ Total License and Permits	18%
▪ Total Miscellaneous Revenue	21%
▪ Sale Tax	14%
▪ Franchise Tax	6%
▪ Total Intergovernmental Revenue	5%

Councilmember Judd asked if the change in ZIP Code would help with franchise tax. Mr. McHargue replied that it was split by city boundaries.

General Fund Expenditures

▪ Public Safety	31%
▪ Building Inspections	16%
▪ Administration	15%
▪ Transfers	11%
▪ Public Works	10%
▪ Parks	9%
▪ Sanitation	4%
▪ Contracted Services	3%
▪ Buildings and Grounds	2%

Mr. McHargue explained that contracted services used to make up a large portion of the budget. He said that as the city continued to grow they were able to bring more services in-house. He stated that this saved the city money and provided better services. He noted that they would be hiring new positions this year.

New Positions

- FT Building Inspector in Training
- FT Planning Tech / Code Enforcement Coordinator
- FT Water Operator
- (2) PT Parks Laborers
- PT Recreation Coordinator
- Referees

Water Fund

▪ Water Revenues	\$2,676,400
▪ Proposed fee change to Tiered Rate System	
▪ Water Expenses	\$2,842,900
▪ Projected Subsidy	\$166,500

There was a discussion about the purchase of water.

Water Fund Tiered Rate

▪ Current Fee Schedule	
▪ Water Usage Rate	\$1.35 per 1,000 gallons
▪ Proposed Fee Schedule (state code 73-10-32.5)	
▪ Tier 1 Residential	\$1.50 per 1,000 gallons 0-30,000
▪ Tier 2 Residential	\$3.00 per 1,000 gallons 30,001+
▪ Tier 1 Commercial	\$1.50 per 1,000 gallons 0-30,000

- Tier 2 Commercial \$1.75 per 1,000 gallons
from 30,001-100,000
- Tier 3 Commercial \$3.00 per 1,000 gallons
100,001+

Mr. McHargue explained that the Utah State Code required cities to use a tier system. He explained how he came up with the amounts for the tiers. There was a discussion about how they could set up the tiered system. Mr. McHargue mentioned that he had looked at all of the residential and commercial usages.

Ms. Wood asked why the flat rate was currently \$1.35 and would be going up. Mr. McHargue replied it was only going up \$.15. He explained that the General Fund had historically subsidized the Water Fund rather than have the Water Fund pay its way. Councilmember Judd further explained that the city had been paying for the additional use of the water and the state wanted the Water Fund to work under its own revenues. He said that the increase was due to the actual water use by residents. Councilmember Riley stated that the city wanted to, over a period of time, increase the water rates in increments. Mr. McHargue mentioned that this was the last year for the increment.

Resident Anthony Jenkins asked why there were only two tiers for the residential use. Mr. McHargue replied that staff did not want a punitive charge for residents to use the water inside their home. He said that they looked at summer usage. He explained the rate they chose was with the assumption that 80% of residents were conserving water and with that assumption then 30,000 gallons was the maximum cutoff number. He said that most people use 3,000 to 6,000 gallons of water inside their home in the summer.

Mayor Fullmer mentioned that the city had partnered with an organization to help teach water conservancy. Mr. McHargue stated that Mr. Love had been a good resource for residents as well.

Councilmember Judd said that as the state was seeing the water availability decrease with the increase of residents, they could see water conservancy mandated on a state level. Mr. McHargue explained that the reason they were increasing the rates was that the water system had a life expectancy and the city needed to build up a fund balance to help replace the system. Cities were running into problems because they did not plan for replacement of the system. He said that if they build the fund balance now, then they would not have to charge the residents a significant dollar amount later. There was a discussion about the water system expenses.

Ms. Wood asked about the flat rate system. Mr. McHargue explained that there was a minimum base rate, which would not be changing. He said that the flat base rate going forward would be \$21.67 plus a \$1.50 per 1,000 gallons used. For example, if you used 4,000 gallons you would pay an additional \$6. He said that part of the base rate went into the calculation of what funds were needed to fund the balance. Mr. McHargue explained that they were only proposing a \$.15 rate change.

Ms. Wood asked how Vineyard's costs compared to other cities. Mr. McHargue replied that the city did not own any water so they had to purchase it from Orem and CUWCD which made the rates a little higher. Mayor Fullmer noted that Tier 2 was lower than other cities. Mr. Church stated that this would always be the most expensive water in the valley if they were to charge to true costs because as a new city there were no benefits from any pioneer water rights. He added that the property tax had been subsidizing the water fund from the beginning. He said that eventually the water rates would even out with other cities because their new water growth would be expensive water. There was continued discussion about the water purchase and rights.

Councilmember Judd said that residents moving from out of state were amazed at the lower water costs. He was of the opinion that costs would not get any better and they needed to look at ways to conserve water. Mr. Church mentioned that the state wanted to bring the water costs up to the true value of the water, so they were putting pressure on cities to go to a tiered system to make the “water wasters” pay the actual costs of their water. Mr. Love explained that the Central Utah Project had purchased all of the water rights used by the steel mill on the Geneva Property.

Mr. McHargue commented that he had attended the Lindon City Council meeting when they discussed transferring money from the Enterprise Funds to offset costs in the General Fund.

Ms. Wood suggested that they have more tiers in the future to incentivize conservation. Mr. McHargue explained that this year residents would get 5,000 gallons with the base rate and then 4,000 gallons next year. There was a discussion about the tiered plan for the water services. Resident Stan Jenne asked Mr. McHargue to explain the difference between the residential and commercial tiers. Mr. McHargue explained that they had used the 80% rule for commercial; the same as for residential. He explained that 80% of commercial users were using less than 100,000 gallons of water. Mr. Jenne asked why commercial users would be paying less than residential users after the 30,000 gallons. Mr. McHargue explained that they looked at the use from summer and winter and it was similar to the residential, which was below the 30,000 gallons. He said that he wanted to keep them on the same threshold as the residential. He did not want to de-incentivize businesses to come to the city. Councilmember Judd commented that they needed to decide what they wanted to require businesses to use for landscaping. Mr. McHargue stated that the goal was to promote conservation.

Sewer Fund

▪ Sewer Revenues	\$654,600
▪ Proposed fee change from \$3.00 to \$3.25 per 1,000 gallons	
▪ Sewer Expenses	\$596,600
▪ Salaries & Benefits	\$23,200
▪ Equipment	\$45,000

Mr. McHargue explained that the city did not meter sewer usage, so they take an average of water usage from November to March and charge that amount for sewer usage the following year. He said that most of the residents were using 4,000 to 6,000 gallons a month in the winter. He stated that a larger portion of the charges were direct passthrough fees to TSSD and the balance was for replacement reserves.

Storm Water Fund

▪ Storm Water Revenues	\$140,000
▪ Proposed Fee Changes	
▪ Monthly Storm Water Fee \$4.00 to \$5.00 per ERU	
▪ Land Disturbance Permit Fee \$0 to \$510 (5 Acre Commercial)	

Mr. McHargue explained that the city was not currently charging a fee but they needed to charge a fee to recoup the inspection costs.

▪ Storm Water Expenses	\$131,900
▪ Equipment	\$25,500

Transportation Fund

▪ Transportation Revenues	\$361,900
▪ B&C Road Funds from General Fund	\$325,000
▪ Transportation Expenses	\$352,000

503	▪ Mill Road Project	\$270,000
504	▪ HA5 Treatment	\$75,000
505		
506	Capital Projects	
507	▪ Trail Projects	\$60,000
508	▪ Road Striping	\$92,000
509	▪ Quivira Street Extension	\$360,000
510	▪ Wetland Delineation	\$50,000
511	▪ 2000 North Improvements	\$183,000
512	▪ Contribution from General Fund	\$108,000
513	▪ Appropriation from Fund Balance	\$637,000

514 Mr. McHargue explained what “Fund Balance” was, which was not money from the Enterprise
515 Funds.

516
517 Councilmember Riley asked if there had been any conversations about 400 South completion
518 obligations from the city. Mr. Overson explained that the city had completed the design process
519 and the Clegg family did not want to discuss giving the city any right-of-way. He felt that the
520 city should soon be able to widen 400 South because of the potential development of the Clegg
521 property.

522
523 Mayor Fullmer asked if the striping changes were still in place from 400 South to the Lakeview
524 Drive Corner. Mr. Overson replied that they had money in place to improve the sight distance off
525 of 600 East and to stripe into Sleepy Ridge. Councilmember Riley said he was asking about not
526 just the expansion, but the widening of the road at the intersection of 400 South and Holdaway
527 Road. Mr. Overson stated that they had not looked at it since the council had decided not to
528 move forward with the 400 South Project. He said that they could look at making the intersection
529 better. Mayor Fullmer asked if they had discussed widening the road and installing a roundabout.
530 Mr. Overson replied that they had looked at installing a full cross intersection, which would go
531 into The Elms subdivision when the funds were pulled from the project to be used on the Center
532 Street overpass. Mr. McHargue felt it would be much easier to develop that project when the
533 Clegg property was owned by a developer.

534 535 **RDA Revenues**

536	▪ Property Taxes Increment	\$8,097,000
537	▪ RDA Administration Increment	\$337,400

538 539 **RDA Expenses**

540	▪ Bond Principal Payments	\$2,951,000
541	▪ Bond Interest Payments	\$1,579,700
542	▪ Capital Projects	\$21,400,000
543	▪ Remediation Westside	\$7,000,000
544	▪ Remediation Eastside	\$7,000,000
545	▪ Center Street Overpass	\$5,000,000
546	▪ Main Street Design	\$200,000
547	▪ Water Storage Design	\$200,000
548	▪ Ground Purchase	\$2,000,000

549
550 Councilmember Judd explained that the RDA was a separate entity and the funds were not
551 comingled.

Ms. Wood asked about remediation. Mr. McHargue explained the RDA and that remediation was cleanup. He said that the landowner had a portion of the cleanup and the RDA had a portion, along with US Steel. He said that the RDA was basically from Center Street North. Councilmember Riley asked about the mitigation payment to the school district. Mr. McHargue replied that it did not look like the city would have to make an Alpine School District mitigation payment. He explained how the contract worked.

Mayor Fullmer called for additional public comments. Hearing none, she called for a motion to close the public hearing.

Motion: COUNCILMEMBER JUDD MOVED TO CLOSE THE PUBLIC HEARING AT 7:40 PM. COUNCILMEMBER FLAKE SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS EARNEST, FLAKE, JUDD, AND RILEY VOTED AYE. MOTION CARRIED UNANIMOUSLY.

Mayor Fullmer called for further comments. Mr. Church commented, for the minutes, that this budget did not anticipate a property tax increase.

7.2 DISCUSSION AND ACTION – Consultant Fees for Facilitation of a Workshop and Concept Plan for Vineyard FrontRunner Station and adjacent Town Center property

Consideration of consultant services for facilitation of a design workshop and the creation of a concept plan of the future Vineyard FrontRunner Station and adjacent Town Center property. The mayor and City Council will take appropriate action.

Mayor Fullmer turned the time over to City Planner Elizabeth Hart.

Ms. Hart stated that staff was recommending that the city hire a design consultant to help put together a conceptual plan for the FrontRunner station so the city could give it to UDOT to make sure the City's vision, ideas, and comments were implemented into the final design.

Mayor Fullmer explained that this was different from the Request for Proposal (RFP) that UDOT, UTA, and the design process team would be sending out. This idea was to hire someone who would take the City's designs to that group and then implement that process. Ms. Hart agreed. She said that they had sent out an RFP and received three bids and staff was recommending Saltus Architecture + Urban Design because they had the qualifications required and were the lowest bidder of the three. She disclosed that Jeff Knighton the co-founder of Saltus was a current Planning Commissioner.

Mayor Fullmer asked if hiring Mr. Knighton's firm would work with the City's ordinances. Mr. Church replied that it worked with the state law if there was full disclosure and they accept it. He stated that Planning Commissioners were volunteers for the city. He said that it would need to be publicly disclosed. Mr. McHargue commented that the Planning Commission had not been involved in the bidding process. Mayor Fullmer asked if the design process would be going through the Planning Commission. Councilmember Judd replied that Mr. Knighton would need to recuse himself from those discussions. Mr. Church said that it needed to be fully discussed in the public meeting before council made a decision.

Councilmember Judd asked why staff was recommending Saltus. Ms. Hart replied that the biggest thing she noticed was that Saltus could provide a 3D visual and she felt that it was important to give a better visual. Councilmember Judd asked if Saltus had done a design of a FrontRunner Station or something similar. Ms. Hart said that they had stated that they had done something similar.

605 Mayor Fullmer asked what the process was to review the proposals. Mr. McHargue replied that
606 Mr. Brim had come up with the process. Ms. Hart did not believe that there were any interviews
607 done, just bid sheets.

608
609 Mayor Fullmer asked if it was necessary to hire a consultant do something that was being done
610 by UDOT, UTA, and staff members. Councilmember Flake stated that he had discussed it with
611 staff and his concern was that UDOT and UTA only build concrete platforms, which he felt was
612 not a train station. He said that he questioned if the city would have a lot of input unless the city
613 had something to put in front of them. Mr. McHargue said that the goal was to get the council
614 involved in the design process. Mayor Fullmer asked if the landowners would be involved in the
615 design process. Mr. McHargue replied that the council could involve whomever they wanted to.

616
617 Councilmember Judd asked why the design firms were not doing a presentation to the council.
618 Mr. McHargue replied that they would be doing that for the General Plan, but this was just a
619 small project.

620
621 Mayor Fullmer expressed concern that the city would be paying twice for the same exact project.
622 Councilmember Judd asked who the other design team would be representing. Mayor Fullmer
623 stated that they would be representing whomever the city invited to be a part of it: anyone from
624 the council, city staff, landowners, and UVU. She said that they had come up with a group of
625 individuals to find a designer to build out the scope. She said that she could see the benefit but
626 should the city pay for it twice? Councilmember Judd asked what the cost was. Ms. Hart replied
627 that it was \$4,500. Mr. Overson stated that they had \$4 million to put towards a train station. His
628 concern was that UDOT had never built a train station before and would be in charge of the
629 project and was asking for some direction. He wanted them to look at all of the phases and what
630 they wanted to spend the money on. Mr. McHargue said that there was no reason that they could
631 not have the design team be a part of the discussions. This would put the city a step ahead and
632 make the project go faster by hiring a design group. Councilmember Judd said that they may feel
633 they were ahead, but who was to say that the other entities were not doing the same thing. He felt
634 comfortable with hiring a designer. Mr. McHargue said that it was clear that Vineyard was the
635 only group pushing the FrontRunner Station. Mayor Fullmer said that Vineyard was going to
636 keep driving the process forward because they wanted the build-out to happen this year. Mr.
637 McHargue felt that hiring a design team was a step in the right direction. Mayor Fullmer asked
638 what Saltus said the project timeline was. She explained that the core group would be meeting in
639 two weeks and then sending out their RFP. She added that they would be working with a team
640 that had built these stations before. Ms. Hart replied that two of the bidders gave a six-week
641 timeline and Saltus did not include it.

642
643 Councilmember Judd asked who would be choosing the RFP at the core group level. Mr.
644 McHargue replied that UDOT would be. Mayor Fullmer stated that it would be the whole core
645 group. She said that the project manager had stated that they would not move forward unless the
646 group agreed. Councilmember Judd understood that UDOT would get to choose the RFP. Mr.
647 Overson stated that UDOT had to follow the process. There was a discussion about the process.
648 Mr. Overson explained that the RFP would have a list of steps to design and build the train
649 station. He said that the city wanted to make sure they had enough steps to cover all their bases.
650 Mr. McHargue mentioned that UTA had never done a station either. He felt that there would be
651 multiple RFPs. Mayor Fullmer felt that they did not know the scope of what it was going to take.
652 She said that she did not mind using one of these companies but was concerned about them
653 meeting the core group's timelines and about the potential for doubling meetings and funding.
654 She asked if this was really pivotal and what were the exact points as to why they needed to do
655 it. Mr. Overson asked if they were to accept the bid could they have them go to the group with
656 their points of concern. He said if the timeline did not fit, then it would not help them. Mayor

Fullmer said that she was all for having their vision before they get somewhere but did not know if it was useful for the City's funding. Councilmember Judd felt that the funding was small compared to what they would be getting the scope of. He said if they went to the meeting without having a vision above and beyond UTA's then they would be playing catchup.

Councilmember Riley expressed concern that this company did not have the expertise to walk them through the process. He felt that someone had to have enough expertise to ask the critical questions and walk them through it. He said the third group's bid was twice as much but had the expertise. Councilmember Judd said that he did not see the scope that Saltus had done this before and that was why he wanted to know if they were going to do a presentation. He said that if the one group was double the cost but could get it through because of the time crunch, they would be paying for expertise and for a rush. Ms. Hart said that in their bid Saltus stated that they would participate in a charrette-type work session with the city and share some precedent projects and similar concepts that they had developed for other communities. Mayor Fullmer said that the core group would be doing an RFP scope and would meet with the individual groups to determine the scope they wanted to do with the funds they had. Mr. McHargue felt that they were not in a time crunch and that it would be the city who would keep the project moving forward. He suggested that they could take a couple of weeks to answer the questions, evaluate the three firms, and have them do a presentation. Mayor Fullmer stated that it had been hard to get the core group in the same room and now that they had everyone's schedule, they were about to go into the RFP scope, and it would be the city pushing the timeline. She asked that if they hired this firm to do this design, would they be the same people they would be going after with the core group's RFP. She reviewed the timeline and asked if they could have everything ready. There was further discussion about meeting the timelines. Councilmember Judd felt that he wanted to be prepared, when they go into the meetings with the core group, with a vision of what the city wanted to see. Mayor Fullmer feared that they would not meet the timelines, and that they would be doing the exact same thing and doubling up the meetings. She said that there had been discussions at these meetings, except for what Vineyard wanted to see. She said that her concept was that they wanted something unique for Vineyard. She again expressed her concern about timelines, spending extra money, and being involved with too heavy of a review process.

Councilmember Riley said that it seemed that they had enough time to have staff answer the critical question of whether or not we would be doubling our efforts. He said if the answer was no, then they would be looking at how to best look at the vision Vineyard would like to create. Mr. McHargue felt that this would give a collective vision from the city as a whole to give to the group or the architects.

Councilmember Judd asked if there had been any discussions about if they would be doubling their efforts. Mr. McHargue felt that they would not be doubling their efforts and would have a different vision than the other groups. He felt it would be a helpful process to go through in preparing the city for the bigger project. He felt that the council's concerns were valid.

Councilmember Flake expressed concern that a picture was worth \$8 million and if they did not have a picture then they were in trouble. Mr. McHargue said there would be a meeting in three weeks with UDOT and UTA to discuss what they wanted to see in the RFP. They would then spend three weeks creating the RFP, send it out, with three weeks to a month before they would get the bids back. He said that once the bids were back they would have another meeting to follow up with them. Mayor Fullmer stated that this was not the timeline she was given.

Mr. Overson said that he was concerned with some of the stakeholders who had attended the meeting, including UVU and UTA. He did not want to lose them again. He said that UVU's side

of the station was critical to where everything was on the City's side of the station. He felt that this was a great plan to help solidify what the city's view was.

Councilmember Riley said that given the nature of the stakeholders, someone was going to have to have a tremendous compacity to orchestrate and help the city with their vision. He hoped that staff could evaluate if the firms had the experience to help walk the city through the process, given the critical nature of the project and the stakeholders involved.

Mayor Fullmer said that the current plan with the core group was to hire someone similar to this to design a project, interview the City Council and staff to find their vision, and design a picture. She suggested that if they decided to go with a design firm, then they cancel the core group's RFP. She felt that it was important to include all of the necessary core entities in this process.

Stewart Park with Anderson Geneva stated that as the landowner on the west side, Anderson Geneva would be more likely to have something happen on their side than on the UVU side. He said the UVU was years down the road on developing their property. He mentioned that they had not been invited to that meeting. Mayor Fullmer explained what happened to create the meeting. She said that they had sent out an invitation to the Anderson Geneva to the next meeting. Mr. Park was discussing a different meeting. Mayor Fullmer explained that the other meeting was to inform the city that they had secured the funding. There was further discussion about the Town Center and train station meetings.

Mayor Fullmer called for further questions. Ms. Hart felt that it would not double their efforts but would give Vineyard their vision for what they wanted. The other group would have a vision for what the group wanted and this design would add to that vision and make it better.

Councilmember Judd stated that he did not see the expertise with Saltus. He felt that if Vineyard wanted to make it their vision, then they needed to have the expertise.

Motion: COUNCILMEMBER FLAKE MOVED TO CONTINUE THE DISCUSSION UNTIL THE NEXT MEETING. COUNCILMEMBER EARNEST SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS EARNEST, FLAKE, JUDD, AND RILEY VOTED AYE. MOTION CARRIED UNANIMOUSLY.

CLOSED SESSION

No closed session was held.

ADJOURNMENT

Mayor Fullmer called for a motion to adjourn the meeting.

Motion: COUNCILMEMBER FLAKE MOVED TO ADJOURN THE MEETING AT 8:18 PM. COUNCILMEMBER JUDD SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS EARNEST, FLAKE, JUDD, AND RILEY VOTED AYE. MOTION CARRIED UNANIMOUSLY.

The next regularly scheduled meeting is June 13, 2018.

MINUTES APPROVED ON: _____

CERTIFIED CORRECT BY: /s/ Pamela Spencer
PAMELA SPENCER, CITY RECORDER



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: 06/13/2018

Agenda Item: 5 c) Purchase request for Lift Station #1 Security Upgrades – consent calendar

Department: Public Works/Wastewater

Presenter: Don Overson

Background/Discussion:

Due to the wastewater backup in the Shores subdivision. Public Works has evaluated the security of Lift Station #1 and is asking for approval from the City Council to use some of the Lift Station Maintenance budget to add the addition security to prevent possible future break-ins to the lift station. This security will let City Personnel know when access is gained into the structure day or night. Locks have been installed on the doors and lights have been ordered.

Fiscal Impact:

\$3720.00

Funding source:

52-4025.0 Equipment Supplies & Maintenance

Recommendation:

Staff recommends approval of the purchase of a security system to add a layer of protection for lift station #1

Sample Motion:

I move to approve the consent items as presented by staff

Attachments: budget worksheet



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: 6/13/2018

Agenda Item: 5d) Purchasing Consent

Department: Public Works

Presenter: Don Overson

Background/Discussion:

On 5/30/2018 our Ford F-250 was damaged due to a head-on collision on the round-a-bout of Vineyard Road. Public Works Staff is in need of a replacement vehicle to provide adequate transportation for our water technicians and their equipment.

Fiscal Impact:

We have \$20,000 remaining in the public works vehicle fund that will cover the cost of a replacement vehicle

Recommendation:

It is staff's recommendation that the Council approve the purchase of a new vehicle with the budget not to exceed \$20,050.00 that is available in the current year budget.

Sample Motion:

I make a motion to approve the consent items as presented by staff

Attachments: budget worksheet

Purchasing Report

Item	Description	Vendor	Price	Account
Public Works Vehicle	Replacement Truck		\$20,050	10-5174
Lift Staion Security Upgrade	Upgrade security system for lift station 1	SKM INC	\$3,700	52-4025



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: June 13, 2018

Agenda Item: 7.1 Final 2018-2019 Budget

Department: Finance

Presenter: Jacob McHargue

Background/Discussion:

The tentative budget was adopted by the council on 05/09 and then a public hearing was held 05/23. There is one change to the budget since that time. We were unsure when the purchase of the Lindon property would take place, we believe that will happen after July 1st, so we are adding that cost to the budget.

The certified tax rate has been calculated by the county and is being proposed as .003957.

Fiscal Impact:

The proposed change to the budget is in the capital projects fund and it has been adjusted by 1.7 Million for the purchase of the property.

Recommendation:

The Finance Department recommends adopting the final budget and setting the certified tax rate at the proposed rate of .003957. We believe this tax rate is adequate for the city needs.

Sample Motion:

I move to adopt, by Resolution, the final budget as it has been presented and to set the certified tax rate at .003957

Attachments:

Resolution

2018-2019 Budget Worksheet

RESOLUTION 2018-05

A RESOLUTION OF THE CITY COUNCIL OF VINEYARD, UTAH APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR 2018-2019 AND TO SET THE CERTIFIED PROPERTY TAX RATE.

WHEREAS, the City Manager/Finance Director of Vineyard, Utah, on May 9, 2018 presented a tentative budget for fiscal year 2018-2019 to the City Council; and

WHEREAS, the City Council, on due public notice, held a public hearing on May 23, 2018 in the Council Chambers of the Vineyard City Hall to receive input regarding the budget prior to adopting the final 2018-2019 budget; and

WHEREAS, the City Council has considered the budget as submitted and all information presented at the public hearing and has made all changes and amendments which the City Council desires to make; and

WHEREAS, the City Council desires to set a certified tax rate in accordance with Utah State Code 59-2-912; and

WHEREAS, the City Council will appropriate sufficient revenues to finance and balance this budget; now

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF VINEYARD, UTAH AS FOLLOWS:

- Section 1. The City Council hereby adopts the budget for fiscal year 2018-2019, effective July 1, 2018 which is attached hereto and incorporated herein by reference.
- Section 2. The Certified Tax Rate is hereby set at .003957.
- Section 3. A copy of the Vineyard City Budget shall be placed in the Vineyard City Offices and be available for review.
- Section 4. This resolution shall take effect immediately upon passage.
- Section 5. All other resolutions, ordinances and policies in conflict herewith, either in whole or in part, are hereby repealed.

PASSED and ADOPTED by the City Council of Vineyard, Utah this 13th day of June, 2018.

Julie Fullmer, Mayor

ATTEST:

Pamela Spencer, City Recorder

Vineyard City
Budgeting Worksheet
10 General Fund - 07/01/2018 to 06/30/2019
100.00% of the fiscal year has expired

	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Actual	Original Budget	Revised Budget	Worksheet Notes
Change In Net Position								
Revenue:								
Taxes								
3110 PROPERTY TAXES	1,124,352	1,511,529	1,847,798	1,800,000	0	2,000,000	2,000,000	
3130 SALES TAXES	310,548	572,252	561,820	640,000	0	784,400	784,400	
3138 FRANCHISE TAX	281,701	278,766	283,484	311,800	0	311,800	311,800	
Total Taxes	1,716,601	2,362,547	2,693,102	2,751,800	0	3,096,200	3,096,200	
Licenses and permits								
3210 BUSINESS LICENSES AND PERMITS	10,130	13,701	12,017	12,000	0	15,000	15,000	
3221 BUILDING PERMITS	903,601	2,028,116	1,484,332	1,300,000	0	1,000,000	1,000,000	
Total Licenses and permits	913,731	2,041,817	1,496,349	1,312,000	0	1,015,000	1,015,000	
Intergovernmental revenue								
3356 CLASS "C" ROAD FUND ALLOTMENT	26,251	78,070	120,865	150,000	0	175,000	175,000	
3360 GRANTS	0	0	41,230	82,460	0	82,400	82,400	
Total Intergovernmental revenue	26,251	78,070	162,095	232,460	0	257,400	257,400	
Charges for services								
3410 DEVELOPMENT FEES	361,688	487,812	479,923	450,000	0	450,000	450,000	
3510 SANITATION FEES	85,160	132,114	199,805	176,400	0	243,000	243,000	
3520 INSPECTION FEES	202,116	214,311	91,235	150,000	0	150,000	150,000	
3530 RECREATION FEES	0	0	0	0	0	45,600	45,600	
Total Charges for services	648,964	834,237	770,963	776,400	0	888,600	888,600	
Fines and forfeitures								
3710 LAW ENFORCEMENT FINES & FEES	17,863	36,358	0	25,000	0	25,000	25,000	
Total Fines and forfeitures	17,863	36,358	0	25,000	0	25,000	25,000	
Interest								
3660 INTEREST EARNINGS	37,545	112,663	104,631	100,000	0	100,000	100,000	
Total Interest	37,545	112,663	104,631	100,000	0	100,000	100,000	
Miscellaneous revenue								
3620 RENTS AND CONCESSIONS	1,125	975	1,850	4,000	0	4,000	4,000	
3640 HISTORY BOOK	210	300	30	0	0	0	0	
3681 DONATIONS FROM PRIVATE SOURCES	3,300	1,049	2,038	1,000	0	1,000	1,000	
3690 SUNDRY REVENUES	168	1,328	2,532	0	0	0	0	
Total Miscellaneous revenue	4,803	3,652	6,450	5,000	0	5,000	5,000	
Contributions and transfers								
3699 EXCESS BEG. FUND APPROPRIATION	0	0	0	2,841,300	0	150,000	150,000	
Total Contributions and transfers	0	0	0	2,841,300	0	150,000	150,000	
Total Revenue:	3,365,758	5,469,344	5,233,590	8,043,960	0	5,537,200	5,537,200	
Expenditures:								
General government								
Administrative								
4311 Admin SALARIES AND WAGES	371,373	340,010	406,171	392,700	0	466,000	466,000	
4313 Admin EMPLOYEE BENEFITS	82,462	68,934	75,467	101,500	0	117,000	117,000	
4321 Admin BOOKS/SUBSCRIPTIONS/MEMBERSHP	6,746	7,004	9,492	9,800	0	9,800	9,800	

Vineyard City
Budgeting Worksheet
10 General Fund - 07/01/2018 to 06/30/2019
100.00% of the fiscal year has expired

	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Actual	Original Budget	Revised Budget	Worksheet Notes
4322 Admin PUBLIC NOTICES	1,285	2,020	2,108	3,000	0	3,000	3,000	
4323 Admin TRAVEL	6,974	14,680	13,127	20,300	0	20,300	20,300	
4324 Admin OFFICE SUPPLIES AND EXPENSE	15,559	38,243	14,721	24,500	0	16,500	16,500	
4325 Admin EQUIPMENT-SUPPLIES & MAINT	3,222	45,793	37,280	55,000	0	0	0	
4326 Admin INFORMATION SYSTEMS	35,374	72,476	48,922	50,500	0	50,500	50,500	
4327 Admin UTILITIES	33,260	54,751	55,422	75,900	0	75,900	75,900	
4328.0 Admin ADMINISTRATIVE COSTS	112,293	32,247	24,912	37,000	0	17,300	17,300	
4333 Admin EDUCATION & TRAINING	15,907	7,874	8,881	16,400	0	11,300	11,300	
4342 Admin BANK CHARGES	5,468	8,642	10,943	13,800	0	13,800	13,800	
4349 Admin ELECTIONS	1,606	62	5,412	6,000	0	0	0	
4351 Admin INSURANCE AND SURETY BONDS	20,628	38,154	32,468	41,500	0	39,500	39,500	
4374 Admin Capital Outlay	0	0	2,750,197	2,751,000	0	0	0	
Total Administrative	712,157	730,890	3,495,523	3,598,900	0	840,900	840,900	
Non-Departmental								
5031.1 Prof & Tech Services PLANNER	39,610	3,625	7,407	32,500	0	57,500	57,500	
5031.2 Prof & Tech Services ENGINEER	288,606	263,084	126,725	125,000	0	50,000	50,000	
5031.4 Prof & Tech Services AUDITOR	7,600	7,600	8,000	8,000	0	8,000	8,000	
5032.0 Prof & Tech Services LEGAL	14,160	14,400	12,080	15,000	0	15,000	15,000	
5051.0 Prof & Tech Services LIBRARY REIM FEES	6,330	9,556	15,207	19,300	0	19,300	19,300	
Total Non-Departmental	356,306	298,265	169,419	199,800	0	149,800	149,800	
Buildings and grounds								
5125.0 Buildings & Grounds EQUIPMENT MAINT	22,753	17,650	13,386	25,000	0	15,000	15,000	
5126.0 Buildings & Grounds SUPPLIES & MAINT	4,787	7,974	14,237	17,000	0	36,000	36,000	
51740 Public Works Capital Outlay	51,055	76,935	24,949	45,000	0	45,000	45,000	
Total Buildings and grounds	78,595	102,559	52,572	87,000	0	96,000	96,000	
Inspections								
5311 Building SALARIES & WAGES	79,057	416,669	478,138	519,800	0	540,800	540,800	
5313 Building EMPLOYEE BENEFITS	0	78,081	104,646	156,800	0	162,900	162,900	
5321 Building BOOKS & MEMBERSHIPS	135	4,317	1,805	3,500	0	3,500	3,500	
5323 Building TRAVEL	0	4,190	5,470	7,200	0	7,200	7,200	
5324 Building EDUCATION & TRAINING	0	8,066	10,278	14,700	0	11,700	11,700	
5325 Building OFFICE SUPPLIES	0	30,394	6,710	22,900	0	10,900	10,900	
5326 Building EQUIPMENT & MAINT	42	1,410	1,245	3,500	0	3,500	3,500	
5327 Building CONTRACT LABOR	0	106,979	112,326	120,000	0	120,000	120,000	
Total Inspections	79,234	650,106	720,618	848,400	0	860,500	860,500	
Total General government	1,226,292	1,781,820	4,438,132	4,734,100	0	1,947,200	1,947,200	
Public safety								
Police								
5431.0 Police LAW ENFORCEMENT	119,128	291,233	408,003	577,200	0	850,100	850,100	
5431.1 Police FIRE SERVICES	284,685	412,652	556,433	610,000	0	846,500	846,500	
5431.2 Police DISPATCH	9,989	9,569	19,849	25,000	0	32,000	32,000	
Total Police	413,802	713,454	984,285	1,212,200	0	1,728,600	1,728,600	
Total Public safety	413,802	713,454	984,285	1,212,200	0	1,728,600	1,728,600	
Highways and public improvements								

Vineyard City
Budgeting Worksheet
10 General Fund - 07/01/2018 to 06/30/2019
100.00% of the fiscal year has expired

	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Actual	Original Budget	Revised Budget	Worksheet Notes
Highways								
6011.0 Public Works SALARIES AND WAGES	61,022	106,150	133,518	125,000	0	145,000	145,000	
6013.0 Public Works EMPLOYEE BENEFITS	3,893	15,328	30,175	40,000	0	43,000	43,000	
6023.0 Public Works TRAVEL	0	0	3,054	8,300	0	8,300	8,300	
6024.0 Public Works EDUCATION & TRAINING	0	0	2,534	10,000	0	10,000	10,000	
6025.0 Public Works EQUIPMENT-SUPPLIES & MAIN	15,361	11,991	45,253	119,400	0	136,900	136,900	
6031.0 Streets PROF & TECHNICAL SERVICES	32,380	124,039	43,704	103,500	0	134,500	134,500	
6032.0 Public Works REPAIRS & MAINTENANCE	134,373	31,969	13,044	40,000	0	70,000	70,000	
Total Highways	247,029	289,477	271,282	446,200	0	547,700	547,700	
Sanitation								
5235.0 Santitation SERVICES	71,611	106,186	167,587	166,800	0	226,900	226,900	
Total Sanitation	71,611	106,186	167,587	166,800	0	226,900	226,900	
Total Highways and public improvements	318,640	395,663	438,869	613,000	0	774,600	774,600	
Parks, recreation, and public property								
Recreation								
7211 Parks SALARIES AND WAGES	0	0	19,266	40,700	0	82,600	82,600	
7213 Parks EMPLOYEE BENEFITS	0	0	1,053	7,200	0	13,300	13,300	
7248.0 Public Works DEPT SUPPLIES	1,229	35,743	8,128	15,000	0	30,000	30,000	
7260.0 Parks SUPPLIES	7,927	4,794	9,262	13,000	0	18,600	18,600	
7270.0 Parks MAINTENANCE	37,847	68,530	72,169	195,000	0	318,500	318,500	
7276.0 YOUTH COUNCIL	8,413	12,405	6,791	15,000	0	24,500	24,500	
Total Recreation	55,416	121,472	116,669	285,900	0	487,500	487,500	
Total Parks, recreation, and public property	55,416	121,472	116,669	285,900	0	487,500	487,500	
Transfers								
9505.0 TRANSFER TO CAPITAL PROJ FUND	800,000	3,261,600	0	1,198,760	0	599,300	599,300	
Total Transfers	800,000	3,261,600	0	1,198,760	0	599,300	599,300	
Total Expenditures:	2,814,150	6,274,009	5,977,955	8,043,960	0	5,537,200	5,537,200	
Total Change In Net Position	551,608	(804,665)	(744,365)	0	0	0	0	

Vineyard City
Budgeting Worksheet
23 Impact Fees - 07/01/2018 to 06/30/2019
100.00% of the fiscal year has expired

	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Actual	Original Budget	Revised Budget	Worksheet Notes
Change In Net Position								
Revenue:								
Interest								
3810.0 INTEREST EARNINGS - PUBLIC SAF	367	0	0	0	0	0	0	
3820.0 INTEREST EARNINGS - ROADWAY	4,716	18,500	30,046	6,000	0	6,000	6,000	
3840.0 INTEREST EARNINGS - STORM SYST	4	6	8	0	0	0	0	
Total Interest	5,087	18,506	30,054	6,000	0	6,000	6,000	
Miscellaneous revenue								
3120.0 ROADWAY FACILITIES	887,385	1,589,437	1,324,515	1,200,000	0	1,200,000	1,200,000	
3150.0 STORM & GROUND WATER FACILTIES	67,499	48,528	32,689	50,000	0	50,000	50,000	
3890 EXCESS BEG. FUND APPROPRIATION	0	0	0	540,000	0	1,794,000	1,794,000	
Total Miscellaneous revenue	954,884	1,637,965	1,357,204	1,790,000	0	3,044,000	3,044,000	
Total Revenue:	959,971	1,656,471	1,387,258	1,796,000	0	3,050,000	3,050,000	
Expenditures:								
Miscellaneous								
4061.0 ROADWAY FACILITIES	117,240	275,193	1,665,092	1,740,000	0	3,000,000	3,000,000	
4064.0 STORM & GROUND WATER FACILITIE	66,389	45,832	28,645	50,000	0	50,000	50,000	
Total Miscellaneous	183,629	321,025	1,693,737	1,790,000	0	3,050,000	3,050,000	
Total Expenditures:	183,629	321,025	1,693,737	1,790,000	0	3,050,000	3,050,000	
Total Change In Net Position	776,342	1,335,446	(306,479)	6,000	0	0	0	

Vineyard City
Budgeting Worksheet
45 Park Capital Projects - 07/01/2018 to 06/30/2019
100.00% of the fiscal year has expired

Vineyard City
Budgeting Worksheet
49 Capital Projects - 07/01/2018 to 06/30/2019
100.00% of the fiscal year has expired

	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Actual	Original Budget	Revised Budget	Worksheet Notes
Change In Net Position								
Revenue:								
Contributions and transfers								
3010.0 TRANSFER FROM GENERAL FUND	800,000	3,261,600	0	653,960	0	274,300	274,300	
3890 EXCESS BEG. FUND APPROPRIATION	0	0	0	3,359,010	0	2,409,686	2,409,686	
Total Contributions and transfers	800,000	3,261,600	0	4,012,970	0	2,683,986	2,683,986	
Total Revenue:	800,000	3,261,600	0	4,012,970	0	2,683,986	2,683,986	
Expenditures:								
Miscellaneous								
4031.0 PROF & TECHINAL SERVICES	0	0	486	0	0	0	0	
4032.0 CONSTRUCTION	489,167	1,398,911	281,165	718,000	0	2,517,986	2,517,986	
Total Miscellaneous	489,167	1,398,911	281,651	718,000	0	2,517,986	2,517,986	
Transfers								
4094.0 TRANSFER TO GENERAL FUND	0	0	0	2,750,200	0	0	0	
4096.0 TRANSFER TO WATER FUND	0	0	0	190,100	0	166,000	166,000	
4097.0 TRANSFER TO SEWER FUND	91,851	0	0	95,370	0	0	0	
4098.0 TRANSFER TO STORM WATER FUND	0	0	0	19,000	0	0	0	
4099.0 TRANSFER TO TRANSPORATION FUND	0	0	0	240,300	0	0	0	
Total Transfers	91,851	0	0	3,294,970	0	166,000	166,000	
Total Expenditures:	581,018	1,398,911	281,651	4,012,970	0	2,683,986	2,683,986	
Total Change In Net Position	218,982	1,862,689	281,651	0	0	0	0	

Vineyard City
Budgeting Worksheet
51 Water Fund - 07/01/2018 to 06/30/2019
100.00% of the fiscal year has expired

	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Actual	Original Budget	Revised Budget	Worksheet Notes
Change In Net Position								
Revenue:								
Contributions and transfers								
3960.0 EXCESS BEG. FUND APPROPRIATION	0	0	0	0	0	1,500,000	1,500,000	
Total Contributions and transfers	0	0	0	0	0	1,500,000	1,500,000	
Total Revenue:	0	0	0	0	0	1,500,000	1,500,000	
Total Change In Net Position	0	0	0	0	0	1,500,000	1,500,000	
Income or Expense								
Income From Operations:								
Operating income								
3710.0 WATER FEES	390,882	687,095	836,328	849,700	0	1,000,300	1,000,300	
3720.0 CONNECTION FEES	115,952	268,958	190,576	161,000	0	171,000	171,000	
3730.0 RECONNECTION FEES	0	0	0	1,000	0	1,000	1,000	
Total Operating income	506,834	956,053	1,026,904	1,011,700	0	1,172,300	1,172,300	
Operating expense								
4011.0 SALARIES AND WAGES	52,291	82,515	164,210	205,600	0	238,700	238,700	
4013.0 EMPLOYEE BENEFITS	2,265	14,361	28,948	60,300	0	73,300	73,300	
4021.0 BOOKS/SUBSCRIPTIONS/MEMBERSHPS	705	975	375	1,000	0	1,000	1,000	
4023.0 TRAVEL	0	0	1,500	2,700	0	2,700	2,700	
4025.0 EQUIPMENT-SUPPLIES & MAINT	93,596	157,577	158,993	173,000	0	219,100	219,100	
4027.0 UTILITIES	857	6,255	10,677	8,700	0	8,700	8,700	
4031.0 PROF & TECHNICAL SERVICES	5,748	16,068	8,259	5,000	0	8,900	8,900	
4031.2 CUWD PROJECT WATER ALLOT FEE	20,148	5,323	5,323	30,000	0	30,000	30,000	
4031.3 OREM - FISCAL YEAR -WATER BILL	217,588	260,744	295,260	332,500	0	363,500	363,500	
4031.5 LINDON - WATER BILL	9,241	7,239	22,535	30,000	0	30,000	30,000	
4031.6 CUWCD - WATER BILL	37,560	274,054	107,730	357,000	0	357,000	357,000	
4035.0 EQUIPMENT LEASE	0	0	0	0	0	10,000	10,000	
4067.0 DEPRECIATION	68,530	68,530	0	68,530	0	0	0	
Total Operating expense	508,529	893,641	803,810	1,274,330	0	1,342,900	1,342,900	
Total Income From Operations:	(1,695)	62,412	223,094	(262,630)	0	(170,600)	(170,600)	
Non-Operating Items:								
Non-operating income								
3760.0 IMPACT FEE-CULINARY & IRRIGATIO	290,245	661,740	402,047	0	0	174,600	174,600	
3770 ADMINISTRATIVE COSTS	0	170	0	0	0	0	0	
3810.0 INTEREST EARNINGS	4,298	6,975	3,945	4,000	0	4,000	4,000	
3910 Transfer from general fund	0	0	0	190,100	0	166,000	166,000	
Total Non-operating income	294,543	668,885	405,992	194,100	0	344,600	344,600	
Non-operating expense								
4066.0 IMPACT FEE-CULINARY & IRRIGATI	0	0	0	0	0	1,500,000	1,500,000	
Total Non-operating expense	0	0	0	0	0	1,500,000	1,500,000	
Total Non-Operating Items:	294,543	668,885	405,992	194,100	0	(1,155,400)	(1,155,400)	
Total Income or Expense	292,848	731,297	629,086	(68,530)	0	(1,326,000)	(1,326,000)	

Vineyard City
Budgeting Worksheet
52 Sewer Fund - 07/01/2018 to 06/30/2019
100.00% of the fiscal year has expired

	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Actual	Original Budget	Revised Budget	Worksheet Notes
Income or Expense								
Income From Operations:								
Operating income								
3710.0 SEWER FEES	173,175	393,652	492,310	507,030	0	635,700	635,700	
Total Operating income	173,175	393,652	492,310	507,030	0	635,700	635,700	
Operating expense								
4011.0 SALARIES AND WAGES	38,422	65,879	92,471	111,500	0	130,200	130,200	
4013.0 EMPLOYEE BENEFITS	2,265	11,218	16,926	26,000	0	30,500	30,500	
4023.0 TRAVEL	0	0	0	900	0	900	900	
4025.0 EQUIPMENT-SUPPLIES & MAINT	19,215	12,210	62,059	101,500	0	62,500	62,500	
4027.0 UTILITIES	10,287	7,045	18,512	20,000	0	25,000	25,000	
4031.1 LINDON - SEWER BILL	2,685	1,231	3,304	5,000	0	5,000	5,000	
4031.2 OREM - SEWER BILL	33,185	44,118	29,996	37,500	0	42,500	42,500	
4031.3 TSSD- SEWER BILL	123,869	192,880	234,257	300,000	0	300,000	300,000	
4067.0 DEPRECIATION	262,772	262,774	0	262,800	0	262,800	262,800	
Total Operating expense	492,700	597,355	457,525	865,200	0	859,400	859,400	
Total Income From Operations:	(319,525)	(203,703)	34,785	(358,170)	0	(223,700)	(223,700)	
Non-Operating Items:								
Non-operating income								
3760.0 IMPACT FEE-SEWER	580,383	588,191	524,424	478,200	0	478,200	478,200	
3769.0 TSSD IMPACT FEE	0	2,784	1,879	0	0	0	0	
3910 Transfer from general fund	91,851	0	0	95,370	0	0	0	
Total Non-operating income	672,234	590,975	526,303	573,570	0	478,200	478,200	
Total Non-Operating Items:	672,234	590,975	526,303	573,570	0	478,200	478,200	
Total Income or Expense	352,709	387,272	561,088	215,400	0	254,500	254,500	

Vineyard City
Budgeting Worksheet
53 Storm Water Fund - 07/01/2018 to 06/30/2019
100.00% of the fiscal year has expired

	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Actual	Original Budget	Revised Budget	Worksheet Notes
Income or Expense								
Income From Operations:								
Operating income								
3710 STORM WATER FEES	57,038	69,598	86,577	85,400	0	135,600	135,600	
3760 IMPACT FEE-STORM WATER	0	2,688	337	0	0	0	0	
Total Operating income	57,038	72,286	86,914	85,400	0	135,600	135,600	
Operating expense								
4011 SALARIES AND WAGES	40,455	48,637	63,683	66,800	0	66,800	66,800	
4013 EMPLOYEE BENEFITS	5,230	9,181	12,909	22,600	0	22,600	22,600	
4021 BOOKS/SUBSCRIPTIONS/MEMBERSHPS	0	537	430	0	0	0	0	
4023 TRAVEL	0	0	0	0	0	2,000	2,000	
4025 EQUIPMENT-SUPPLIES & MAINT	0	0	1,321	15,000	0	40,500	40,500	
4031 PROF & TECHNICAL SERVICES	500	550	0	0	0	0	0	
Total Operating expense	46,185	58,905	78,343	104,400	0	131,900	131,900	
Total Income From Operations:	10,853	13,381	8,571	(19,000)	0	3,700	3,700	
Non-Operating Items:								
Non-operating income								
3910 Transfer from general fund	0	0	0	19,000	0	0	0	
Total Non-operating income	0	0	0	19,000	0	0	0	
Total Non-Operating Items:	0	0	0	19,000	0	0	0	
Total Income or Expense	10,853	13,381	8,571	0	0	3,700	3,700	

Vineyard City
Budgeting Worksheet
54 Tansportation Utility Fund - 07/01/2018 to 06/30/2019
100.00% of the fiscal year has expired

	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Actual	Original Budget	Revised Budget	Worksheet Notes
Income or Expense								
Income From Operations:								
Operating income								
3710 TRANSPORTATION UTILITY FEES	23,069	34,034	50,712	36,900	0	36,900	36,900	
Total Operating income	23,069	34,034	50,712	36,900	0	36,900	36,900	
Operating expense								
4011 SALARIES AND WAGES	4,268	6,506	5,259	5,400	0	5,400	5,400	
4013 EMPLOYEE BENEFITS	471	1,209	1,227	1,800	0	1,800	1,800	
4031 PROF & TECHNICAL SERVICES	0	0	0	270,000	0	345,000	345,000	
4066 IMPACT FEE-TRANSPORTATION	0	527	0	0	0	0	0	
Total Operating expense	4,739	8,242	6,486	277,200	0	352,200	352,200	
Total Income From Operations:	18,330	25,792	44,226	(240,300)	0	(315,300)	(315,300)	
Non-Operating Items:								
Non-operating income								
3910 Transfer from general fund	0	0	0	240,300	0	325,000	325,000	
Total Non-operating income	0	0	0	240,300	0	325,000	325,000	
Total Non-Operating Items:	0	0	0	240,300	0	325,000	325,000	
Total Income or Expense	18,330	25,792	44,226	0	0	9,700	9,700	

Vineyard City
Budgeting Worksheet
91 General Fixed Assets - 07/01/2018 to 06/30/2019
100.00% of the fiscal year has expired

	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Actual	Original Budget	Revised Budget	Worksheet Notes
Change In Net Position								
Expenditures:								
Miscellaneous								
4100 Depn exp general government	17,829	23,024	0	0	0	0	0	
4400 Depn exp highway and public works	317,042	755,112	0	0	0	0	0	
4500 Depn exp parks and recreation	3,805	3,805	0	0	0	0	0	
Total Miscellaneous	338,676	781,941	0	0	0	0	0	
Total Expenditures:	338,676	781,941	0	0	0	0	0	
Total Change In Net Position	338,676	781,941	0	0	0	0	0	

Vineyard City
Budgeting Worksheet
95 Governmental Long-term Liabilities - 07/01/2018 to 06/30/2019
100.00% of the fiscal year has expired

	2016 Actual	2017 Actual	2018 Actual	2018 Budget	2019 Actual	Original Budget	Revised Budget	Worksheet Notes
Change In Net Position								
Expenditures:								
Miscellaneous								
4101 Pension expense	(18,393)	10,069	0	0	0	0	0	
Total Miscellaneous	(18,393)	10,069	0	0	0	0	0	
Total Expenditures:	(18,393)	10,069	0	0	0	0	0	
Total Change In Net Position	(18,393)	10,069	0	0	0	0	0	



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: June 13, 2018

Agenda Item: 7.2 PUBLIC HEARING – Consolidated Fee Schedule

Department: Finance

Presenter: Mariah Hill, Treasurer

Background/Discussion:

Utah Code section 10-3-17 authorizes cities to create, amend, and set a fee schedule appropriate for the services rendered by the municipality by way of a resolution. After a review of the fees by the applicable staff, the provided attachment shows recommended changes to Vineyard's current fee schedule.

Fiscal Impact:

The proposed changes should have minimal fiscal impact as fees are increased to assure that the City's costs (supplies, labor, overhead, etc.) are covered for the provided services.

Recommendation:

The Finance Department recommends accepting all changes as they are presented in the attachment.

Sample Motion:

I move to adopt, by Resolution, the Consolidated Fee Schedule as presented.

Attachments:

Consolidated Fee Schedule – 2018-2019 Fiscal Year

RESOLUTION NO. 2018-06

A RESOLUTION AMENDING THE CONSOLIDATED FEE SCHEDULE

WHEREAS, Section 10-3-717 UCA authorizes cities to establish the amounts of fees to be charged for municipal services to be set by resolution, and

WHEREAS, The City Ordinances, in various locations, provides for the establishment of fee amounts for certain municipal services, by resolution of the City Council.

WHEREAS, a Public Hearing was duly noticed and was held on the 13th day of June, 2018 on the proposed amendment.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF VINEYARD, UTAH as follows:

That the Vineyard Fee Schedule will be amended as shown in the Consolidated Fee Schedule:

See exhibit A

PASSED BY THE CITY COUNCIL OF VINEYARD, UTAH THIS 13th DAY OF June, 2018

APPROVED:

Julie Fullmer, Mayor

ATTEST:

Pamela Spencer, City Recorder



Consolidated Fee Schedule 2018-2019 Fiscal Year

Administrative	2
Utilities	2
Sanitation	3
Facilities Rental	3
Special Event Permit.....	4
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Land Use Applications	5
Building Permit Fees	6
Building Inspection Fees	8
Impact Fees	8
Pass Through Fees	9
Water Department Fees	9
Appendix A – Impact Fee Area Maps	10



ADMINISTRATIVE FEES

Records (GRAMA) Requests	per hour for staff time after first 15 minutes (based on lowest paid employee working on the request) Copies \$0.10 per page
Returned Checks	\$10.00
Colored Map Copies – 8 1/2 x 11	\$3.00
Black and White Map Copies	Free
"Our Vineyard Heritage" Books	\$30
Notarization	Free
Library Card/Fitness Center Reimbursement	\$80 annual reimbursement per Vineyard household (can be used toward non-resident library card OR municipal fitness center membership)
Weed Abatement	Actual Abatement Costs
Administrative Citation	\$100
Candidate Filing Fee	\$35

UTILITY FEES

Water Base Rate ¾" Meter	\$27.09 first 5,000 gallons
Water Base Rate 1" Meter	\$37.93 first 5,000 gallons
Water Base Rate 1 ½" Meter	\$48.76 first 5,000 gallons
Water Base Rate 2" Meter	\$78.56 first 5,000 gallons
Water Base Rate 3" Meter	\$297.99 first 5,000 gallons
Water Base Rate 4" Meter	\$386.48 first 5,000 gallons
Water Base Rate 6" Meter	\$568.89 first 5,000 gallons
Water Base Rate 8" Meter	\$758.52 first 5,000 gallons
Residential Water Usage Rates: Tier 1 (5,001 -29,999) Tier 2 (30,000+)	\$1.35 per 1,000 gallons \$1.50 per 1,000 gallons \$3.00 per 1,000 gallons



Commercial Water Usage Rates:	
Tier 1 (5,001 – 29,999)	\$1.50 per 1,000 gallons
Tier 2 (30,000 – 99,999)	\$1.75 per 1,000 gallons
Tier 3 (100,000+)	\$2.50 per 1,000 gallons
Sewer Base Rate	\$17.25
Sewer Usage Rate	\$3.00 per 1,000 gallons
Transportation Utility	\$3.5 Per ERU
Storm Water Utility	\$4 Per ERU

SANITATION FEES

90 Gallon Residential Can	\$13
Second 90 gallon Residential Can	\$8
Recycling Can	\$6

FACILITIES RENTAL FEES

Small Park Pavilion Rental	\$25 \$40 for Resident, \$80 for Non-Resident
Small Park Pavilion Cleaning Deposit	\$25 \$40 for Resident, \$80 for Non-Resident
Large Park Pavilion Rental	\$75 for Resident, \$150 for Non-Resident
Large Park Pavilion Cleaning Deposit	\$75 for Resident, \$150 for Non-Resident
Town Hall Rental – Resident	Unavailable at this time
Town Hall – Non-Resident	Unavailable at this time
Town Hall Cleaning Deposit – Resident	Unavailable at this time
Town Hall Cleaning Deposit – Non Resident	Unavailable at this time
Town Hall – Wedding/Reception – Resident (currently unavailable)	Unavailable at this time
Town Hall – Wedding/Reception – Non-resident (currently unavailable)	Unavailable at this time



SPECIAL EVENT FEES

Special Event Permit	\$50
Special Event with Vendors	\$75
Special Events with >250 participants	\$100

ANNUAL BUSINESS LICENSING FEES

Home-Based Occupation (exceeds residential impact)	\$25
Home-Based Occupation (does not exceed residential impact)	\$0
Industrial Manufacturing/Distribution	\$250
Restaurant/Food	\$190
Food Truck Fee	\$25 per truck
Retail	\$215
Service Related	\$75
Solicitor/Transient/Itinerant Merchant (90 day maximum)	\$30
Beer License	\$400 + Bond
A, B, or C Liquor License	\$300 + Bond
Duplicate Paper Copy of License	\$10 (Electronic copy - \$0)
Unclassified Business	\$25 Base fee until classification established by Resolution
Business fitting in 2+ Categories	Higher rate
Late Fee	50% of license fee, or \$25, whichever is greater, if not paid by January 31 st .
Penalty Fee for doing business without a Vineyard Business License	50% of license fee, or \$25, whichever is greater



LAND USE APPLICATION FEES

Development Agreement	\$1,500
Development Agreement Amendment	\$1,500
Subdivision – Preliminary Plat	\$1,930 + \$6.20 per lot
Subdivision – Preliminary Plat – Additional Review	\$786 + \$2.50 per lot
Subdivision – Final Plat	\$1,940 + \$6.20 per lot
Subdivision – Final Plat Additional Reviews	\$1010 + \$2.50 per lot
Condominium Plat – New or Conversion	\$1,406 + \$25 per unit
Major Plat Amendment	\$1,706
Minor Plat Amendment	\$1,406
Recording Fees	As charged by Utah County Recorder
Site Plan – Residential	\$2,663
Site Plan – Non-residential	\$3,756
Site Plan – Non-residential – Additional Reviews	\$1,693 for each additional review after two reviews
Site Plan – Minor Amendment	\$500
General Plan Text or Map Amendment	\$500 \$1,000
Land Use Ordinance Text or Map Amendment	\$500 \$1,000
Conditional Use Permit	\$250 \$400
Temporary Use Permit	\$75
Variance	\$100
Appeals	\$100
Zoning Verification	\$100
Accessory Dwelling Unit Application	\$50, \$25 Renewal \$100
Sign Permit	\$150
Sign Standard Waiver	\$250
Commercial Temporary Sign Permit	\$25
Street and Traffic Control Signs	\$350 per post



Land Disturbance Permit	\$30 \$50 + \$20 per acre + \$30 per month
Land Disturbance Permit – Subdivision and Site Plan	Included in Subdivision or Site Plan review costs
Engineering Inspection Fees – Subdivision Related	2% of bid tabulation placed in escrow before construction begins. Un-used inspection fees shall be returned when the bond is released.
Engineering Inspection Fees – Non-Subdivision Related	\$150 per hour, rounded up to nearest hour
Engineering Re-Inspection Fees	\$150 per hour, 2 hour minimum
Demolition	Up to \$500 plan review fee
Right-of-Way/Road Cut Permit	\$100 \$150 + \$1 per square foot
Fine for Use of Public Right of Way without Approved Permit	\$300 + \$150 per hour inspector is onsite past initial hour
Infrastructure Construction	Bond/Escrow account as determined by bid tabulation
Building Relocation	\$500 Plan Review Fee
Full or Partial Road Closure	\$50
Use of City Barricades for Road Closure	\$300 refundable deposit per set of barricades
Additional plan review required by changes, additions, or revisions to any land use applications	\$65 per hour, half hour minimum

BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1 to \$1,300	\$48



\$1,301 to \$2,000	\$48 for the first \$1,300; plus \$3 for each additional \$ 100 or fraction thereof, to and including \$2,000
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
\$5,000,001 and over	\$18,327 for the first \$ 5,000,000; plus \$1 for each additional \$1,000 or fraction thereof
Residential Plan Review	25% of Building Permit Fee
Commercial Plan Review	35% of Building Permit Fee
Duplicate Plan Review	15% of Building Permit Fee



Reinstating an Expired Permit	15% of Building Permit Fee \$50 + any additional review time
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BUILDING INSPECTION FEES

Inspections outside of normal business hours	\$48 per hour, two hour minimum
Re-inspection	\$48 per hour
Inspection for which no specific fee is indicated	\$48 per hour, one half hour minimum
Additional plan review required by changes, additions, or revisions to plans,	\$65 \$85 per hour, one half hour minimum
Use of outside consultants for plan checking and inspections, or both	Actual costs, including administrative and overhead costs
Fire Inspection	Included in Business License Fee
Work Without a Permit*	\$100 per contractor per infraction
Working Beyond a Stop Work Order*	\$200 per contractor per infraction

*Fines doubled for each subsequent infraction

IMPACT FEES (See Impact Fee Area Maps)

Sewer Facilities	<ul style="list-style-type: none"> • Area A - \$539 • Area B - \$2,391 • Area C – RDA
Culinary and Irrigation Water Systems	<ul style="list-style-type: none"> • Area A - \$873 • Area B (RDA) - \$521
Roadway Facilities	<ul style="list-style-type: none"> • Area A - \$3,586 • Area B (RDA) - \$1,286



Storm and Ground Water	<ul style="list-style-type: none"> • Area A - \$222 • Area B - \$337 • Area C - \$237
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PASS THROUGH FEES

Timpanogos Special Service District	\$2,475 Per ERU
Orem Water Reclamation	\$3,808 Per ERU
Orem Water Rights	<ul style="list-style-type: none"> • Apartment Complex Per Unit - \$1,004.33 \$1124.85 • Four-plex Per Unit - \$1,143.59 \$1280.82 • Duplex Per Unit - \$1,735.48 \$1943.74 • Single Family ¾" meter - \$3,202.25 \$3698.52 • Condo Per Unit - \$1,909.57 \$2138.72 • Landscape Meter - \$3,650.42 \$4088.47 • Small Commercial ¾" meter - \$1,422.13 \$1592.79

All impact fees will be assessed at the time building permits are issued. All other development Impact Fees will be calculated based on Equivalent Residential Units.

WATER DEPARTMENT FEES

¾" Water Meter & Connection Fee	\$363.00
1" Water Meter & Connection Fee	\$495



1½" Water Meter & Connection Fee	\$775
2" Water Meter & Connection Fee	\$1,206
Water Lateral Inspection Fee	\$40
Water Meter Reconnect Fee	\$50
Water Meter Reconnect Fee — After Hours	\$70
Utility Application Fee	\$20
Fire Hydrant Meter Rental Deposit	\$1,100
Daily Rate – Fire Hydrant Meter	\$10/100 month
Water Rate – Fire Hydrant Meter	\$2 Per 1,000 gallons of water
Residential Construction Water	\$50 minimum
Non-Residential Construction Water	\$50 minimum
Illegal Connection to Water System	\$1,000 per occurrence

APPENDIX A

IMPACT FEE AREA MAPS



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: June 13, 2018

Agenda Item: 7.3 PTIF User Authorization Resolution

Department: Finance Department

Presenter: Mariah Hill, Treasurer

Background/Discussion:

The Office of the State Treasurer has recently set a requirement that participants of the Public Treasurers' Investment Fund (PTIF) adopt a resolution authorizing at least two individuals from your organization to make changes to PTIF accounts such as: add or delete users to access and/or transact with PTIF accounts; add, delete, or make changes to bank accounts tied to PTIF accounts; open or close PTIF accounts; and complete any necessary forms in connection with such changes.

Currently, Vineyard uses the PTIF as our main investment source as the returns are greater than a regular bank account, the investments are sound and follow the Utah Money Management Act, and the funds are highly liquid. While we may branch out in the future, the PTIF is the perfect place for us to invest in our current state of growth.

Fiscal Impact:

There is no fiscal impact for this resolution.

Recommendation:

The Finance Department recommends the council adopts the resolution.

Sample Motion:

I move to adopt Resolution 2018-07 as presented.

Attachments:

Resolution 2018-07

Office of the State Treasurer Public Entity Resolution Form

Resolution No. 2018-07

A RESOLUTION IDENTIFYING AND APPROVING CERTAIN INDIVIDUALS TO ACCESS AND MANAGE FUNDS WITHIN THE STATE OF UTAH PTIF (PUBLIC TREASURERS' INVESTMENT FUND) ON BEHALF OF VINEYARD.

WHEREAS, the Utah Public Treasurers' Investment Fund (PTIF) is available to state and local government entities as a short-term cash investment vehicle; and

WHEREAS, the PTIF invests primarily in investment-grade corporate notes, top tier commercial paper, money market mutual funds and U.S. government agency obligations that are only in securities authorized by the Utah Money Management Act; and

WHEREAS, the PTIF's primary investment objective is safety of principal, and

WHEREAS, any funds administered by a public treasurer in the State of Utah may be invested in the PTIF including funds held by city and county treasurers, state boards, commissions, institutions, departments, divisions, agencies, school districts, special service districts and other public bodies; and

WHEREAS, investing in the PTIF is an easy way for Vineyard to safely invest funds at a competitive interest rate, while maintaining a high degree of liquidity; and

WHEREAS, the State of Utah, through the Office of the State Treasurer, no requires that public entities identify specific individuals who are authorized to add, delete, or make changes to the PTIF accounts on behalf of the entity.

THEREFORE, BE IT RESOLVED by the Vineyard City Council as follows:

Section 1. That the individuals identified on the attached certification form identified as 'Exhibit A' are hereby authorized to add, delete, or make changes to the PTIF accounts on behalf of Vineyard.

Section 2. This resolution shall take effect immediately upon passage.

Adopted and approved this 13th day of June, 2018.

By _____
Julie Fullmer, Mayor

Attest:

By _____
Pamela Spencer, City Recorder

SEAL:



Office of the
State Treasurer

Public Entity Resolution

1. Certification of Authorized Individuals

I, Julie Fullmer (Name) hereby certify that the following are authorized: to add or delete users to access and/or transact with PTIF accounts; to add, delete, or make changes to bank accounts tied to PTIF accounts; to open or close PTIF accounts; and to execute any necessary forms in connection with such changes on behalf of Vineyard (Name of Legal Entity). Please list at least two individuals.

Name	Title	Email	Signature(s)
Jacob McHargue	City Manager	<u>jacobm@vineyardutah.com</u>	
Mariah Hill	Treasurer	<u>mariah@vineyardutah.com</u>	<u>Mariah Hill</u>

The authority of the named individuals to act on behalf of Vineyard (Name of Legal Entity) shall remain in full force and effect until written revocation from Vineyard (Name of Legal Entity) is delivered to the Office of the State Treasurer.

2. Signature of Authorization

I, the undersigned, Mayor (Title) of the above named entity, do hereby certify that the forgoing is a true copy of a resolution adopted by the governing body for banking and investments of said entity on the 13th day of June, 2018, at which a quorum was present and voted; that said resolution is now in full force and effect; and that the signatures as shown above are genuine.

Signature	Date	Printed Name	Title
	<u>June 13, 2018</u>	<u>Julie Fullmer</u>	<u>Mayor</u>

STATE OF UTAH)
COUNTY OF Utah) §

Subscribed and sworn to me on this 13th day of June, 2018, by Julie Fullmer (Name), as Mayor (Title) of Vineyard (Name of Entity), proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(seal) Signature _____

RESOLUTION NO. 2018-08

BOUNDARY ADJUSTMENT RESOLUTION

A RESOLUTION INDICATING THE INTENT OF VINEYARD TO ADJUST A PORTION OF ITS COMMON BOUNDARY WITH LINDON CITY.

WHEREAS, Vineyard and Lindon City (Lindon) share a common boundary located at approximately 1600 North in Vineyard and 600 South in Lindon; and

WHEREAS, Vineyard has entered into a purchase agreement with Lindon to purchase approximately 9-acres of surplus property to use for its future Public Works facility; and

WHEREAS, Vineyard desires its Public Works facility to be fully within its own city boundary and listed as part of the property purchase conditions that the common boundary needed to be changed to shift the 9-acre parcel within Vineyard's boundary; and

WHEREAS, portions of 1600 North /600 South roadway are currently within Lindon; and

WHEREAS, Lindon has no utility services in the 1600 North/600 South roadway but Vineyard does have several utility services in the roadway; and

WHEREAS, both cities desire that the boundary be changed to reflect that the 1600 North/600 South roadway running west-to-east (between the Lindon Marina entrance and the Union Pacific/UTA Commuter railroad tracks) become a Vineyard roadway with Vineyard being responsible for all maintenance of the roadway, sidewalks, and utilities that Vineyard owns within the roadway, and that the boundary be changed to the north side of the road right-of-way line; and

WHEREAS, both Vineyard and Lindon agree that the boundary change provides clarity of maintenance responsibilities and said boundary change is in the best interest of the public.

NOW, THEREFORE, be it resolved by the Vineyard City Council as follows:

1. Vineyard, in coordination with Lindon City, expresses its intent to adjust certain portions of its common boundary located at approximately 600 South between the Lindon Marina entrance and the Union Pacific/UTA Commuter railroad tracks in Lindon. Such proposed adjustments are more particularly described in Exhibit A, attached hereto.
2. Vineyard shall hereafter take all necessary steps to publish notices and hold such public hearings as are required under Utah law and to take such steps as are necessary to adjust its boundary as indicated in Exhibit A.
3. This resolution will take effect immediately upon its approval and adoption by the Vineyard City Council.

Adopted and approved this 13th day of June, 2018.

By _____
Julie Fullmer, Mayor

Attest:

By _____
Pamela Spencer, City Recorder

SEAL:

RESOLUTION NO. 2018-12-R

A RESOLUTION ACCEPTING A PURCHASE OFFER ON NINE ACRES OF REAL PROPERTY OWNED BY LINDON CITY WHICH HAS BEEN DECLARED TO BE SURPLUS REAL PROPERTY.

WHEREAS, the Municipal Council of Lindon City, in conformance with the procedure for the disposal of parcels of real property as outlined in Lindon City Code Chapter 3.07, desires the disposal of nine acres of real property located at approximately 2100 West 600 South, Lindon (portion of Utah County Parcel ID #17:023:0012); and

WHEREAS, the property was identified to the public as being under consideration as disposable surplus land at the April 30, 2015 Public Safety Building open house; and

WHEREAS, in September 2015 the City Council decided to list the property for sale to gauge interest in the property; and

WHEREAS, the City received prior offers on the property and advertised and noticed the public of a hearing held on May 23, 2017 where the City Council was considering the declaration of surplus real property and to receive public comment on the disposal of the property, and

WHEREAS, additional public hearings regarding the property disposal were held on June 6, 2017 and a public on-site meeting on the property was held on June 13, 2017; and

WHEREAS, on June 20, 2017, after receiving additional public comment in a public hearing, the City Council passed Resolution #2017-15-R declaring the nine acres of real property as surplus real property; and

WHEREAS, prior accepted offers on the property have fallen through for various reasons on the buyers side of the transaction; and

WHEREAS, the City Council has received a new offer on the property from the Town of Vineyard, and has presented the terms of the offer in a public hearing held on May 1, 2018, and has determined that the offer price and conditions of the sale are acceptable and that the proceeds will benefit the public of Lindon City by funding other public purposes.

THEREFORE, BE IT RESOLVED by the Lindon City Council as follows:

Section 1. The offer submitted by the Town of Vineyard is accepted per the terms of the specific Real Estate Purchase Contract For Land and subsequent counter offers and Addendums attached as 'Exhibit A'; and

Section 2. This resolution shall take effect immediately upon passage.

Adopted and approved this 15 day of May, 2018.

By Jeff Acerson
Jeff Acerson, Mayor

Attest:
By Kathryn A. Moosman
Kathryn A. Moosman, City Recorder

SEAL:



REAL ESTATE PURCHASE CONTRACT FOR LAND

(As is Property Condition)

This is a legally binding contract. If you desire legal or tax advice, consult your attorney or tax advisor.

EARNEST MONEY RECEIPT

Buyer, **Vineyard City Corporation** offers to purchase the Property described below and hereby delivers to the Escrow Company, as Earnest Money, the amount of \$ 50,000 in the form of wire transfer which, upon Acceptance of this offer by all parties (as defined in Section 23), shall be deposited in accordance with state law.

Received by: _____ on _____ (Date)
(Signature of agent/broker acknowledges receipt of Earnest Money)

Escrow Company: Utah First Title Insurance Agency, Inc - Attn: Scott Chappel Phone Number: (801) 226-8824

OFFER TO PURCHASE

1. PROPERTY: Approximately 9.0 acres of undeveloped land (see attached survey)

also described as: 2100 West 600 South

City of Lindon County of Utah State of Utah, ZIP _____ (the "Property").

1.1 Included Items. (specify) _____

1.2 Water Rights/Water Shares. The following water rights and/or water shares are included in the Purchase Price.
☐ _____ Shares of Stock in the _____ (Name of Water Company)
☐ Other (specify) _____

2. PURCHASE PRICE The purchase price for the Property is \$ **1,822,986**

The purchase price will be paid as follows:

\$ 50,000.00 (a) **Earnest Money Deposit.** Under certain conditions described in this Contract THIS DEPOSIT MAY BECOME TOTALLY NON-REFUNDABLE.

\$ _____ (b) **New Loan.** Buyer agrees to apply for one or more of the following loans:

☐ CONVENTIONAL ☐ OTHER (specify) _____

If the loan is to include any particular terms, then check below and give details:

☐ SPECIFIC LOAN TERMS _____

\$ _____ (c) **Seller Financing.** (see attached Seller Financing Addendum, if applicable)

\$ _____ (d) **Other (specify).** _____

\$ 1,772,986.00 (e) **Balance of Purchase Price in Cash at Settlement.**


\$ 1,822,986.00 **PURCHASE PRICE. Total of lines (a) through (e)**

3. SETTLEMENT AND CLOSING. Settlement shall take place on the Settlement Deadline referenced in Section 24(c), or on a date upon which Buyer and Seller agree in writing. "Settlement" shall occur only when all of the following have been completed: (a) Buyer and Seller have signed and delivered to each other or to the escrow/closing office all documents required by this Contract, by the Lender, by written escrow instructions or by applicable law; (b) any monies required to be paid by Buyer under these documents (except for the proceeds of any new loan) have been delivered by Buyer to Seller or to the escrow/closing office in the form of collected or cleared funds; and (c) any monies required to be paid by Seller under these documents have been delivered by Seller to Buyer or to the escrow/closing office in the form of collected or cleared funds. Seller and Buyer shall each pay one-half (Y2) of the fee charged by the escrow/closing office for its services in the settlement/closing process. Taxes and assessments for the current year, rents, and interest on assumed obligations shall be prorated at Settlement as set forth in this Section. Prorations set forth in this Section shall be made as of the Settlement Deadline date referenced in Section 24(c), unless otherwise agreed to in writing by the parties. Such writing could include the settlement statement. The transaction will be considered closed when Settlement has been completed, and when all of the following have been completed: (i) the proceeds of any new loan have been delivered by the Lender to Seller or to the escrow/closing office; and (ii) the applicable Closing documents

Page 1 of 5 Seller Initials [Signature] Date 5/15/2018 Buyer's Initials [Signature] Date 5/17/2018

have been recorded in the office of the county recorder. The actions described in parts (i) and (ii) of the preceding sentence shall be completed within four calendar days of Settlement.

4. POSSESSION. Seller shall deliver physical possession to Buyer within: ☒ Upon Closing ☐ Other (specify) _____

5. CONFIRMATION OF AGENCY DISCLOSURE. At the signing of this contract:  Seller's Initials Buyer's Initials

Listing Agent Jarrod Hunt, represents ☒ Seller ☐ Buyer ☐ both Buyer and Seller as a Limited Agent;

Listing Broker for Colliers International, represents ☒ Seller ☐ Buyer ☐ both Buyer and Seller as Limited Agent;

Buyer's Agent N/A, represents ☐ Seller ☐ Buyer ☐ both Buyer and Seller as a Limited Agent;

Buyer's Broker for N/A, represents ☐ Seller ☐ Buyer ☐ both Buyer and Seller as a Limited Agent;

6. TITLE INSURANCE. At Settlement, Seller agrees to pay for a standard-coverage owner's policy of title insurance insuring Buyer in the amount of the Purchase Price. Any additional title insurance coverage shall be at Buyer's expense.

7. SELLER DISCLOSURES. No later than the Seller Disclosure Deadline referenced in Section 24(a), Seller shall provide to Buyer the following documents which are collectively referred to as the "Seller Disclosures":

- (a) a Seller property condition disclosure for the Property, signed and dated by Seller;
- (b) a commitment for the policy of title insurance;
- (c) a copy of any leases affecting the Property not expiring prior to Closing;
- (d) written notice of any claims and/or conditions known to Seller relating to environmental problems;
- (e) evidence of any water rights and/or water shares referenced in Section 1.2 above; and
- (f) Other (specify) _____

8. BUYER'S RIGHT TO CANCEL BASED ON BUYER'S DUE DILIGENCE. Buyer's obligation to purchase under this Contract (check applicable boxes):

- (a) ☒ IS ☐ IS NOT conditioned upon Buyer's approval of the content of all the Seller Disclosures referenced in Section 7;
- (b) ☒ IS ☐ IS NOT conditioned upon Buyer's approval of a physical condition inspection of the Property;
- (c) ☒ IS ☐ IS NOT conditioned upon Buyer's approval of a survey of the Property by a licensed surveyor;
- (d) ☒ IS ☐ IS NOT conditioned upon Buyer's approval of applicable federal, state and local governmental laws, ordinances and regulations affecting the Property; and any applicable deed restrictions and/or CC&R's (covenants, conditions and restrictions) affecting the Property;
- (e) ☐ IS ☒ IS NOT conditioned upon the Property appraising for not less than the Purchase Price;
- (f) ☐ IS ☒ IS NOT conditioned upon Buyer's approval of the terms and conditions of any mortgage financing referenced in Section 2 above;
- (g) ☒ IS ☐ IS NOT conditioned upon Buyer's approval of the following tests and evaluations of the Property: (specify). Soils tests as deemed necessary by Buyer and City Council approvals of the contract terms by both Buyer and Seller as municipalities.

If any of items 8(a) through 8(g) are checked in the affirmative, then Sections 8.1, 8.2, 8.3 and 8.4 apply; otherwise, they do not apply. The items checked in the affirmative above are collectively referred to as Buyer's "Due Diligence." Unless otherwise provided in this Contract, Buyer's Due Diligence shall be paid for by Buyer and shall be conducted by individuals or entities of Buyer's choice. Seller agrees to cooperate with Buyer's Due Diligence and with a final pre-closing inspection under Section 11.

8.1 Due Diligence Deadline. No later than the Due Diligence Deadline referenced in Section 24(b) Buyer shall: (a) complete all of Buyer's Due Diligence; and (b) determine if the results of Buyer's Due Diligence are acceptable to Buyer.

8.2 Right to Cancel or Object. If Buyer determines that the results of Buyer's Due Diligence are unacceptable, Buyer may, no later than the Due Diligence Deadline, either: (a) cancel this Contract by providing written notice to Seller, whereupon the Earnest Money Deposit shall be released to Buyer; or (b) provide Seller with written notice of objections.

8.3 Failure to Respond. If by the expiration of the Due Diligence Deadline, Buyer does not: (a) cancel this Contract as provided in Section 8.2; or (b) deliver a written objection to Seller regarding the Buyer's Due Diligence, The

Page 2 of 5 Seller Initials  Date 5/15/2010 Buyer's Initials  Date 5/19/2010

Buyer's Due Diligence shall be deemed approved by Buyer; and the contingencies referenced in Sections 8(a) through 8(g), including but not limited to, any financing contingency, shall be deemed waived by Buyer.

8.4 Response by Seller. If Buyer provides written objections to Seller, Buyer and Seller shall have seven calendar days after Seller's receipt of Buyer's objections (the "Response Period") in which to agree in writing upon the manner of resolving Buyer's objections. Except as provided in Section 10.2, Seller may, but shall not be required to, resolve Buyer's objections. If Buyer and Seller have not agreed in writing upon the manner of resolving Buyer's objections, Buyer may cancel this Contract by providing written notice to Seller no later than three calendar days after expiration of the Response Period; whereupon the Earnest Money Deposit shall be released to Buyer. If this Contract is not canceled by Buyer under this Section 8.4, Buyer's objections shall be deemed waived by Buyer. This waiver shall not affect those items warranted in Section 10.

9. ADDITIONAL TERMS. There ☒ ARE ☐ ARE NOT addenda to this Contract containing additional terms. If there are, the terms of the following addenda are incorporated into this Contract by this reference: ☐ Addenda No.'s ☐ Seller Financing Addendum ☒ Other (specify)

- a) Vineyard City shall assume all responsibility to provide utilities and utility infrastructure to the subject parcel.
- b) The purchase is subject to the condition that Lindon City and Vineyard Town agree to a boundary adjustment putting the property entirely within Vineyard Town and that Vineyard Town agrees that if the property or any portion thereof ever be sold by Vineyard that the property sold would then be put back into Lindon City if Lindon City requests the boundary adjustment.

10. SELLER WARRANTIES AND REPRESENTATIONS.

10.1 Condition of Title. Seller represents that Seller has fee title to the Property and will convey good and marketable title to Buyer at Closing by general warranty deed. Buyer agrees, however, to accept title to the Property subject to the following matters of record: easements, deed restrictions, CC&R's (meaning covenants, conditions and restrictions), and rights-of-way; and subject to the contents of the Commitment for Title Insurance as agreed to by Buyer under Section 8. Buyer also agrees to take the Property subject to existing leases affecting the Property and not expiring prior to Closing. Buyer agrees to be responsible for taxes, assessments, homeowners association dues, utilities, and other services provided to the Property after Closing. Seller will cause to be paid off by Closing all mortgages, trust deeds, judgments, mechanic's liens, tax liens and warrants. Seller will cause to be paid current by Closing all assessments and homeowners association dues.

IF ANY PORTION OF THE PROPERTY IS PRESENTLY ASSESSED AS "GREENBELT" (CHECK APPLICABLE BOX):

☒ SELLER ☐ BUYER SHALL BE RESPONSIBLE FOR PAYMENT OF ANY ROLL-BACK TAXES ASSESSED AGAINST THE PROPERTY.

10.2 AS- IS CONDITION OF PROPERTY.

10.3 Condition of Property/Buyer Acknowledgements. Buyer acknowledges and agrees that in reference to the physical condition of the Property: (a) Buyer is purchasing the Property in its "As-Is condition without expressed or implied warranties of any kind; (b) Buyer shall have during Buyer Due Diligence as referenced in Section 8.1 an opportunity to completely inspect and evaluate the condition of the Property; and (c) if based on the Buyers Due Diligence, Buyer elect to proceed with the purchase of the Property, Buyer is relying wholly on Buyer's judgement and that of any contractors or inspectors engaged by Buyer to review, evaluate and inspect the Property.

10.4 Condition of Property/Seller Acknowledgements. Seller acknowledges and agrees that in reference to the physical condition of the Property, Seller agrees to; (a) disclosure in writing to Buyer defects in the Property known to seller that materially affect the value of the Property that cannot be discovered by a reasonable inspection by ordinary prudent Buyer; (b) carefully review, complete, and provide to Buyer a written Seller Property Conditional Disclosure (Land) as stated in Section 7 (a) and (c) deliver the property to Buyer in substantially the same general condition as it was on the date of Acceptance, as defined in Section 23. The provision of Sections 10.1 and 10.2 shall survive Closing.

11. FINAL PRE-SETTLEMENT INSPECTION.

11.1 Pre-Settlement Inspection. At any time prior to Settlement, Buyer may conduct a final pre-Settlement inspection of the Property to determine only that the Property is "as represented", meaning that the items referenced in Section 1.1, 1.3 and 8.1(b)(ii) ("the items") are respectively present, repaired or corrected as agreed. The failure to conduct a pre-Settlement inspection or to claim that an item is not as represented shall not constitute a waiver by Buyer of the right to receive, on the date of possession, the items as represented. If the items are not as represented, Seller agrees to cause

Page 3 of 5 Seller Initials SP Date 5/15/2018 Buyer's Initials JB Date 5/9/2018

all applicable items to be corrected, repaired or replaced (the "Work") prior to the Settlement Deadline referenced in Section 24(d).

11.2 Escrow to Complete the Work. If, as of Settlement, the work has not been completed, then Buyer and Seller agree to withhold in escrow at Settlement a reasonable amount agreed to by Seller, Buyer (and Lender, if applicable), sufficient to pay for completion of the Work. If the Work is not completed within thirty (30) calendar days after the Settlement Deadline, the amount so escrowed may, subject to lender's approval, be released to Buyer as liquidated damages for failure to complete the Work. The provisions of this Section 11.2 shall survive Closing.

12. CHANGES DURING TRANSACTION. Seller agrees that from the date of Acceptance until the date of Closing, none of the following shall occur without the prior written consent of Buyer: (a) no changes in any existing leases shall be made; (b) no new leases shall be entered into; (c) no substantial alterations or improvements to the Property shall be made or undertaken; and (d) no further financial encumbrances affecting the Property shall be made.

13. AUTHORITY OF SIGNERS. If Buyer or Seller is a corporation, partnership, trust, estate, limited liability company or other entity, the person executing this Contract on its behalf warrants his or her authority to do so and to bind Buyer and Seller.

14. COMPLETE CONTRACT. This Contract together with its addenda, any attached exhibits, and Seller Disclosures, constitutes the entire Contract between the parties and supersedes and replaces any and all prior negotiations, representations, warranties, understandings or contracts between the parties. This Contract cannot be changed except by written agreement of the parties.

15. DISPUTE RESOLUTION. The parties agree that any dispute, arising prior to or after Closing, related to this Contract (check applicable box)

☐] SHALL
☒] MAY AT THE OPTION OF THE PARTIES

first be submitted to mediation. If the parties agree to mediation, the dispute shall be submitted to mediation through a mediation provider mutually agreed upon by the parties. Each party agrees to bear its own costs of mediation. If mediation fails, the other procedures and remedies available under this Contract shall apply. Nothing in this Section 15 shall prohibit any party from seeking emergency equitable relief pending mediation.

16. DEFAULT. If Buyer defaults, Seller may elect either to retain the Earnest Money Deposit as liquidated damages, or to return it and sue Buyer to specifically enforce this Contract or pursue other remedies available at law. If Seller defaults, in addition to return of the Earnest Money Deposit, Buyer may elect either to accept from Seller a sum equal to the Earnest Money Deposit as liquidated damages, or may sue Seller to specifically enforce this Contract or pursue other remedies available at law. If Buyer elects to accept liquidated damages, Seller agrees to pay the liquidated damages to Buyer upon demand.

17. ATTORNEY FEES AND COSTS. In the event of litigation or binding arbitration to enforce this Contract, the prevailing party shall be entitled to costs and reasonable attorney fees. However, attorney fees shall not be awarded for participation in mediation under Section 15.

18. NOTICES. Except as provided in Section 23, all notices required under this Contract must be: (a) in writing; (b) signed by the party giving notice; and (c) received by the other party or the other party's agent no later than the applicable date referenced in this Contract.

19. ABROGATION. Except for the provisions of Sections 10.1, 10.2, 15 and 17 and express warranties made in this Contract, the provisions of this Contract shall not apply after Closing.

20. RISK OF LOSS. All risk of loss to the Property, including physical damage or destruction to the Property or its improvements due to any cause except ordinary wear and tear and loss caused by a taking in eminent domain, shall be borne by Seller until the transaction is closed.

21. TIME IS OF THE ESSENCE. Time is of the essence regarding the dates set forth in this Contract. Extensions must be agreed to in writing by all parties. Unless otherwise explicitly stated in this Contract: (a) performance under each

Section of this Contract which references a date shall absolutely be required by 5:00 PM Mountain Time on the stated date; and (b) the term "days" shall mean calendar days and shall be counted beginning on the day following the event which triggers the timing requirement (Le., Acceptance, etc.). Performance dates and times referenced herein shall not be binding upon title companies, lenders, appraisers and others not parties to this Contract, except as otherwise agreed to in writing by such non-party.

22. FAX TRANSMISSION AND COUNTERPARTS. Facsimile (fax) transmission of a signed copy of this Contract, any addenda and counteroffers, and the retransmission of any signed fax shall be the same as delivery of an original. This Contract and any addenda and counteroffers may be executed in counterparts.

23. ACCEPTANCE. "Acceptance" occurs when Seller or Buyer, responding to an offer or counteroffer of the other: (a) signs the offer or counteroffer where noted to indicate acceptance; and (b) communicates to the other party or to the other party's agent that the offer or counteroffer has been signed as required.

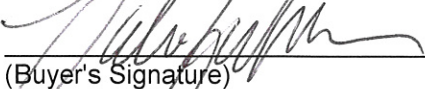
24. CONTRACT DEADLINES. Buyer and Seller agree that the following deadlines shall apply to this Contract:

(a) **Seller Disclosure Deadline** May 22nd, 2018 (Date)

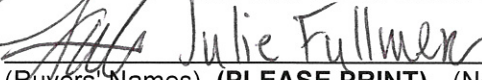
(b) **Due Diligence Deadline** June 8th, 2018 (Date)

(c) **Settlement Deadline** June 12th, 2018 (Date)

25. OFFER AND TIME FOR ACCEPTANCE. Buyer offers to purchase the Property on the above terms and conditions. If Seller does not accept this offer by 5:00 [] AM [X] PM Mountain Time on May 17th, 2018 (Date), this offer shall lapse; and the Brokerage shall return the Earnest Money Deposit to Buyer.

 5/17/2018
(Buyer's Signature) (Offer Date) (Buyer's Signature) (Offer Date)

The later of the above Offer Dates shall be referred to as the "Offer Reference Date"

 Julie Fullmer
(Buyers' Names) (PLEASE PRINT) (Notice Address) (Zip Code) (Phone)

ACCEPTANCE/COUNTEROFFER/REJECTION

CHECK ONE:

☒ **ACCEPTANCE OF OFFER TO PURCHASE:** Seller Accepts the foregoing offer on the terms and conditions specified above.

☐ **COUNTEROFFER:** Seller presents for Buyer's Acceptance the terms of Buyer's offer subject to the exceptions or modifications as specified in the attached ADDENDUM NO. _____.

 5/15/18
(Seller's Signature) (Date) (Time) (Seller's Signature) (Date) (Time)

JEFF ANDERSON
(Sellers' Names) (PLEASE PRINT) (Notice Address) (Zip Code) (Phone)

☐ **REJECTION:** Seller rejects the foregoing offer.

(Seller's Signature) (Date) (Time) (Seller's Signature) (Date) (Time)

Page 5 of 5 Seller Initials  Date 5/16/2018 Buyer's Initials  Date 5/9/2018

VINEYARD CITY COUNCIL STAFF REPORT

Date: June 13, 2018

Agenda Item: 7.5 Responses to RFP for General Plan Consultant Services

From: Morgan Brim, Community Development Director

Department: Community Development

Subject: Bids to provide General Plan Consultant Services

Background/Discussion:

The city is in the process of updating its General Plan. Vineyard last adopted a General Plan in 2004 to address future development spurred by the closure of the Geneva Steel Mill. This plan served Vineyard well in the past. Vineyard is now embarking on a new chapter with exciting future opportunities related to its local economy, lake shoreline, and train station to name a few. An update to the general plan is needed to appropriately address these issues and other elements that were not considered in 2004. In addition to updating existing General Plan elements such as Land Use, Streets, Public Facilities, Open Space & Trails and Moderated Income Housing, the consultant will work with staff, city leaders and citizens to incorporate elements for Heritage & Cultural Resources, Sustainability & Environment, Technology and Economic Development.

A Request for Proposal (RFP) for consultant services was issued on April 18, 2018. The city received six qualified proposals from firms with varied and diverse backgrounds. In addition to facilitating significant community participation, the RFP contained the following table outlining the scope of work.

Plan Elements	Objectives
Land Use	Incorporate past planning efforts completed outside of the general plan. Analyze the current land use pattern and provide an updated land use map with recommended planning districts. Policies for developing property surrounding the proposed Utah Valley University Campus. Analyze and develop planning tools for redevelopment of contaminated soils, underutilized properties, and land abutting Utah Lake. This element will include design policies that will support Vineyard's vision of becoming a walkable community.
Streets (Element will be retitled "Transportation")	Develop a unified transportation plan to include a multi-modal approach. Analyze existing transportation studies and recommend improvements and policies. Assist with updating transportation maps. Establish a greater emphasis on transit, biking and trails.

VINEYARD CITY COUNCIL STAFF REPORT

Public Facilities	Create a public facilities plan.
Open Space & Trails	Consolidate existing trails, parks, programming studies, and maps into a cohesive document. Develop policies for determining appropriate open space acreage and trail access points. Assist the community with creating a vision for access and use of the Utah Lake shoreline.
Moderate Income Housing	Develop a housing plan in conformance with state requirements. Provide policies for ensuring a diverse housing stock to accommodate various life stages and choices.
Heritage & Cultural Resources	New element that will focus on preserving past history and celebrating Vineyard's cultural resources.
Sustainability & Environment	New element that will provide greater emphasis on preserving natural spaces, conserving water, improving air quality, and reducing overall energy consumption.
Technology	Technology to be incorporated into city government services where appropriate.
Economic Development	Provide a framework for economic development policies. Considers redevelopment of Geneva Steel Mill property, fostering local business, utilizing UVU & train station, tourism, and recommending target industries.
Implementation	Each section of the general plan should support the community vision with clear goals and strategies. The implementation plan shall include timeframes and clear methods for implementing the various sections of the general plan.

Interview Committee Recommendation:

An interview committee consisting of staff members, planning commission chair, mayor and one council member, interviewed four consultants on May 30th and 31st. The interview committee considered several factors including expertise in economic development, transportation planning, urban design, parks and trails planning, proposal for public engagement plan, overall RFP response, project time lines and costs. Following the interview and considering these factors, the committee is recommending contracting with the Design Workshop Firm.

Design Workshop is a multi-disciplinary firm with over 50 years' experience in urban design, planning and economic development. They provided several examples of completing work of a similar nature, as listed in the RFP. The firm is based in Denver and has experience working with Utah communities. Design Workshop proposed a 10-month project timeframe with a total cost of \$109,880, which is the third lowest proposed cost.

Fiscal Impact: \$109,880



VINEYARD CITY COUNCIL STAFF REPORT

Suggested Motion: *“Motion to authorize the Mayor, or her designee, to enter into a contract with Design Workshop for consultant services to update the Vineyard General Plan.”*

Attachments:

- Design Workshop Proposal for City of Vineyard General Plan Update

PROPOSAL FOR

CITY OF VINEYARD GENERAL PLAN UPDATE

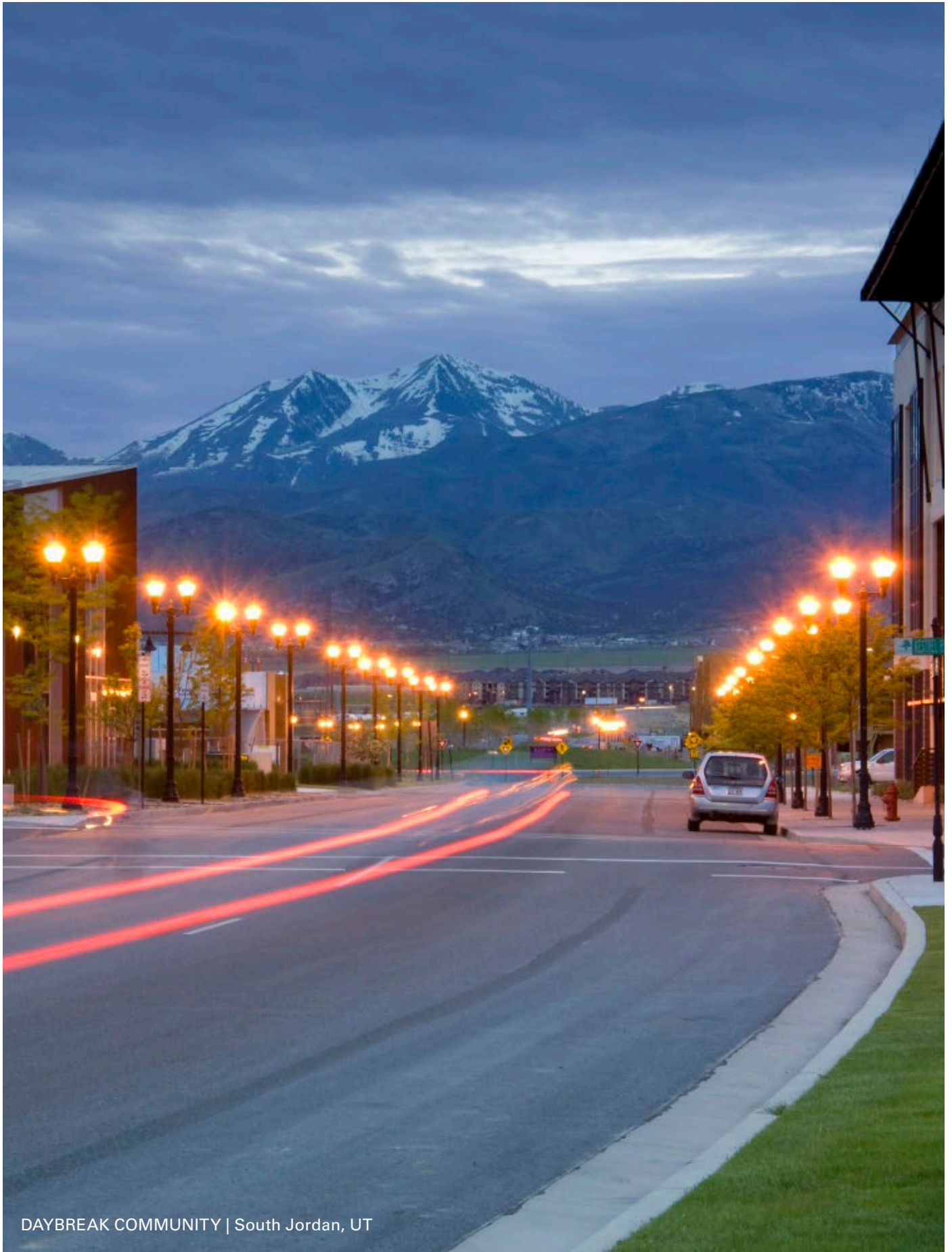
PREPARED FOR CITY OF VINEYARD
MAY 14, 2018



PREPARED BY

DESIGNWORKSHOP

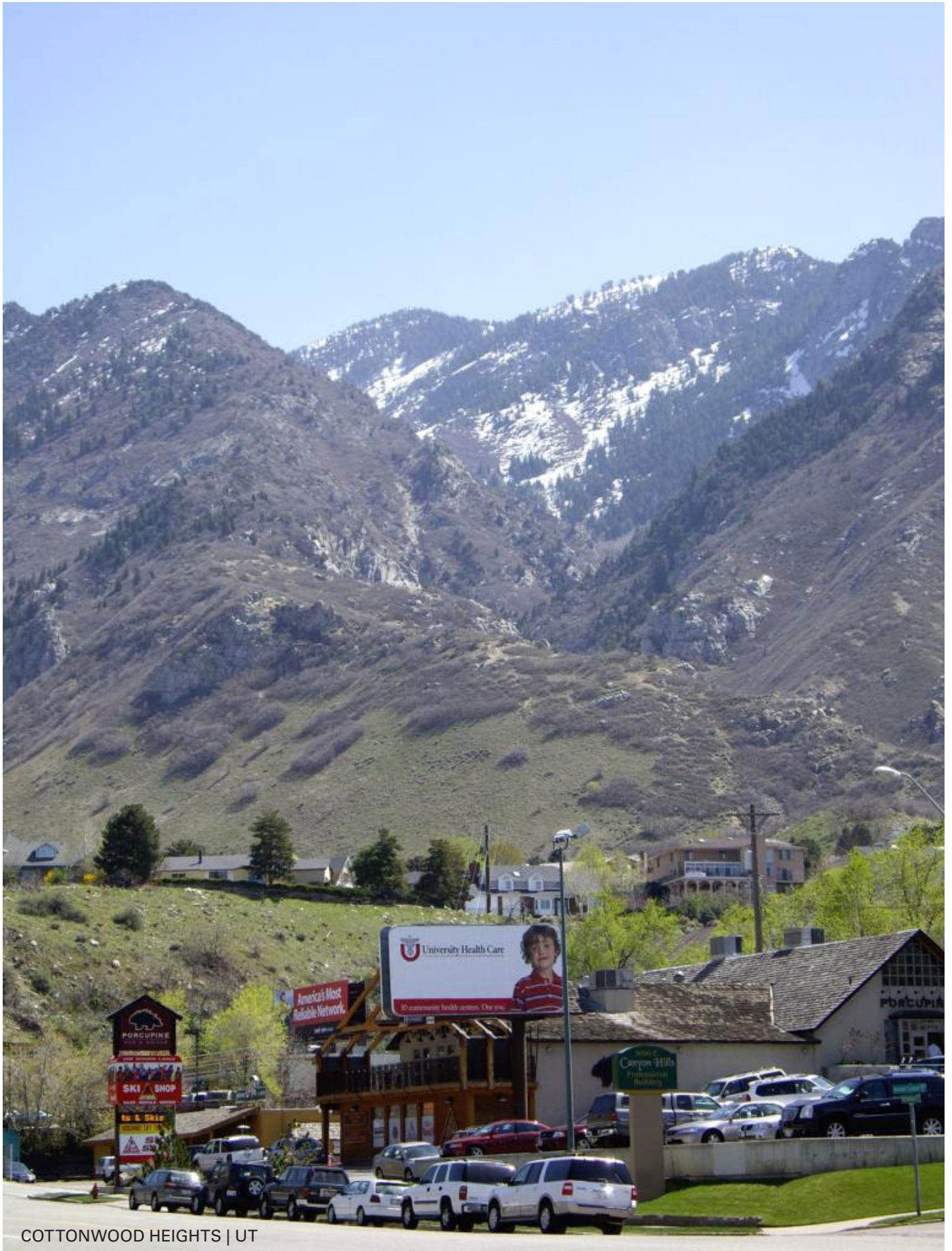
1390 LAWRENCE STREET, SUITE 100
DENVER, CO 80204
303.623.5186



DAYBREAK COMMUNITY | South Jordan, UT

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COTTONWOOD HEIGHTS | UT

Design Workshop, Inc.

Landscape Architecture
Planning
Urban Design

May 14, 2018

Morgan Brim
Community Development Director
City of Vineyard
Vineyard, UT 84058

RE: A Roadmap for the Future of Vineyard

Dear Morgan,

designworkshop.com

1390 Lawrence Street
Suite 100
Denver, Colorado 80204
303.623.5186
303.623.2260 fax

Vineyard is a fascinating city with an interesting history and opportunistic future. Design Workshop is delighted to have an opportunity to submit this proposal to assist the city and community of Vineyard in defining its future through the update of its General Plan. The transformation of Vineyard is astounding ... from growing grapes to manufacturing steel...from a couple of hundred residents to over 12,000. The opportunities facing the City of Vineyard such as a chance to develop a downtown with commuter rail connections, enhancing a lake shoreline, integrating higher education in the community and guiding the redevelopment of industrial lands are ones that many other communities would love to have before them.

For 50 years, Design Workshop has been assisting towns and cities of all sizes to strategically leverage their assets and resource to create enriched places to live and work. Our firm has a broad set of services including planning, landscape architecture, urban design and strategic services that include economic development, market feasibility and financial strategy. Complementing our team is the Salt Lake office of Kimley Horn, providing civil engineering, public facilities and multi-modal transportation planning. Our firms have worked together on dozens of projects over the years and are currently involved in projects together in Utah.

Our leadership and participation with you to complete a General Plan Update will involve the following:

- New ideas, creativity and innovation.
- Recommendations that inspire visionary thinking, yet are grounded in practicality.
- We will employ clear methodologies and tools to bring efficiency to the planning process and design decisions.
- A custom approach. You will see in our portfolio of projects that each vision, analysis and plan is created specifically for the community – its context, purpose and desired future.
- Our team has outlined an approach that will deliver economic value over time. As planners, we understand that even a General Plan Update needs to be implementable and fiscally sound.

Thank you for considering Design Workshop as part of your team. Please feel free to contact me at 720-907-9361 with questions or to request additional information.

Respectfully,



Becky Zimmermann, AICP
President



DECATUR FEDERAL STATION AREA PLAN | Denver, CO

COMPANY INFORMATION

Design Workshop is a landscape architecture, land planning, and urban design firm. We have been providing these services for nearly five decades to developers, property owners, government agencies and other clients engaged in improvements to the land. In our years of practice, we have evolved a proprietary approach and distinct culture.

FIRM HISTORY

Design Workshop is a firm born in the pursuit of ideas. While college classmates, founders Don Ensign and Joe Porter resolved to someday start their own landscape architecture firm. The opportunity came in 1969 when both assumed teaching positions in North Carolina. Early on they were invited to assist private-sector clients, often engaging colleagues and students in a collaborative process they labeled “design workshops.”

These early assignments were the chance to marry the idealism of academia with development realities and to begin a small professional practice. A few years later, Don and Joe relocated the fledgling firm to Aspen and quickly earned a reputation for solving the complex problems found in fragile ecosystems and development challenges of the western landscape.

Over the last 49 years, we have had the opportunity to expand the breadth and sophistication of our firm. Our experience ranges from master plans for counties, planned communities, campuses, urban centers and resorts to detailed design for public parks, plazas, residences and streetscapes. We have continuously honed the collaborative dynamics of the workshops and the pursuit of the ideas and ideals that result in the best solutions for every assignment. This approach remains the hallmark of our firm.

LEGACY DEFINED

The firm is committed to creating provocative places that meet today’s needs and are sustainable for all time. To do so, we practice a methodology called DW Legacy Design®. This proprietary process seeks to imbue every project with a balance between environmental sensitivity, community connections, artistic beauty and economic viability. Projects that achieve this harmony are enduring places that make a difference for clients, society and the well-being of the planet leaving a legacy for future generations.

OUR ORGANIZATION

Our company structure reflects what we have found to be the best way to deliver our services. Within our profession we are a medium-size firm of approximately 115 employees. We are large enough to afford exceptional talent and the substantial technological and management resources to accommodate the largest of projects while small enough to have the flexibility to work with the most intimately scaled assignments. We have eight offices throughout the country, including Asheville, Aspen, Austin, Chicago, Denver, Houston, Lake Tahoe, and Los Angeles.

BEING RECOGNIZED

One measure of our effectiveness is recognition by the industries we serve and from our peers. We have received scores of awards for our design and planning accomplishments from organizations including the Urban Land Institute, the Congress for the New Urbanism, the American Society of Landscape Architects and the American Planning Association. We are dedicated to giving back to our communities. We have established the DW Foundation, which donates time and materials to select community projects. Also, our people contribute significantly to teaching, professional associations and other professional activities.

COLLABORATION

In our experience, which consists of over 49 years of defining ourselves and operating as a workshop, we have found that there are a few fundamental principles behind successful collaborations—with clients, architects, other consultants and communities. We believe in collaboration philosophically and in practice. Creating solutions to design problems in an inclusive context where decision making is transparent yields more comprehensive, thorough and accountable project outcomes. It takes both confidence and humility to practice this way. The complexity of most design challenges is best addressed by a complement of disciplines and expertise.



RIDGEGATE | Lone Tree, CO



I-25/ERIE PARKWAY VISION PLAN | Erie, CO

WORKSHOP

At Design Workshop, everyone participates. We work together to solve problems. We pin up our ideas and step back to assess them. We discover solutions together and ask colleagues of varying expertise and experience to critique them. We define problems, set goals, test concepts, seek feedback, iterate and measure outcomes. We include clients and consultant teams in this process.

As our name implies, our design approach is process-oriented and collaborative. While the number of employees and locations of the firm have grown over the decades, we remain a workshop. Workshop is a state of the working environment where discovery and communication are an open process. It is a territory of trust, innovation, discernment, refinement and resolution, not once, but again and again, to make projects responsible to the highest measures. It is based on belief, trust and confidence that multiple minds coming together end up with something better.

THE VALUE OF EXPERIENCE

Design Workshop provides clients with vast, multi-disciplined experience in resort and tourism planning, land planning, urban design and landscape architecture. We understand the needs of our collaborators and our clients. We know the intricacies of finance, the concerns of neighborhood groups and the unique protocols of local, regional and national governments. Our proficiency allows us to reconcile diverse priorities, achieve timely approvals, set standards for long-term stewardship of the land and increase financial return. We are disciplined to complete projects on time and on budget without sacrificing the high quality our clients demand. At every point in the development process – from concept through implementation – we are fully cognizant that market realities and the natural attributes of a site must combine to meet the objectives of our clients and the needs of the community.

To create a successful and sustainable destination, it is vital to enhance the sense of community that provides a feeling of belonging for residents and visitors alike. Design Workshop makes every effort to resolve the challenges that arise when communities adapt to changing economic and environmental conditions.

THE RELATIONSHIP

Design Workshop cultivates a collaborative environment with mutual professional respect and excellent rapport. We listen, and by listening, can anticipate demands and meet them in a timely and professional manner. We build relationships with our clients that are service-oriented, recognizing that our rapid response and attention to detail is necessary to provide them with accurate information in the complex decision-making process. Continuous feedback at every phase of development gives our clients the ability to examine viable alternatives and make decisions that ensure the ultimate success of their projects. Team members are selected not only for their relevant skills but also for their ability to communicate effectively with the client. The result is a successful project and an ongoing, positive relationship.

DW DESIGN LEGACY®

DW Legacy Design® is a comprehensive approach to planning and design delivering measurable project outcomes in the areas of environment, community, economics and art. These four values broaden the concept of triple-bottom-line accounting by including art or aesthetics which are essential to human meaning and the spirit of place. The idea is symbolized by four overlapping circles, one for each element. The center of these rings, where the four are in balance, result in the ideal profile for a project. If a project begins with a heavy emphasis on one element, the process seeks to move it as close to the center as possible to broaden its impact.

ENVIRONMENT

Human existence depends on recognizing the value of natural systems and organizing its own activities to protect them. Design should fit the purpose to the conditions of the land in ways that support future generations, driving value long-term.

ECONOMICS

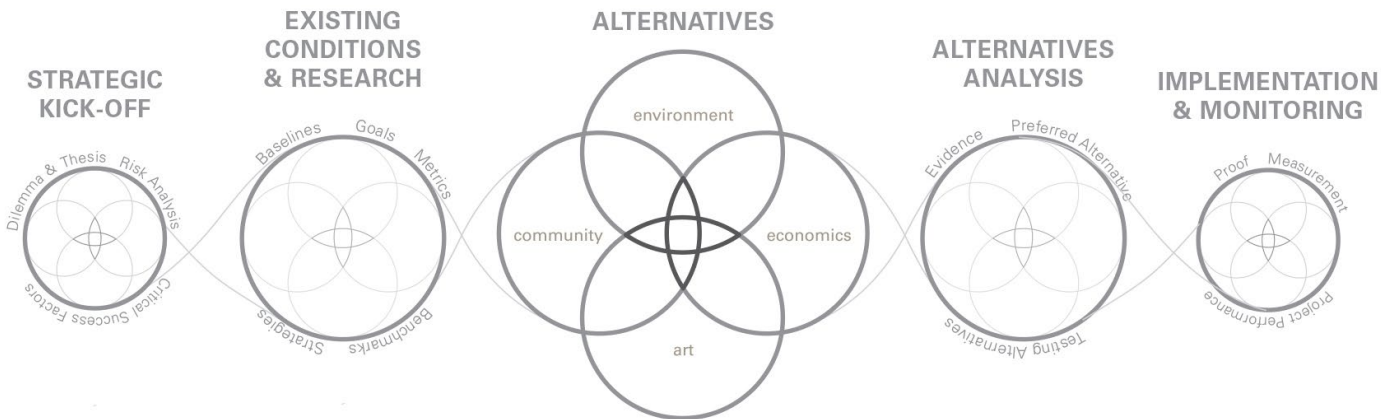
Projects must be financially sustainable to last multiple generations. Projects that are socially and environmentally responsive are, in the long term, the most economically successful.

COMMUNITY

Projects must contribute to the quality of life of the people who use them and who are affected by them. They shall be regenerative, seeking to repair damage to the community fabric where it exists and lifting up the lives of those who are influenced by them. The design of the built environment should foster connections and interaction among families, groups, towns, cities and nations.

ART

Beauty is a timeless quality. It boosts economic value, supports viability, attracts capital and contributes to a project's longevity. Our design process seeks new aesthetic solutions, while at the same time producing works that are not merely provocative or sensational. Timeless works provide meaning and enjoyment for passing generations and endure temporary styles or shifting fads.



COMMUNITY ENGAGEMENT

Many businesses, organizations and agencies conduct well orchestrated public meetings or open houses including significant facilitation support only to attract small crowds, often with many of the same participants showing up from meeting to meeting. Today, citizens are using social media or other digital technologies for communication and information exchange and expect to participate using technology. Many municipalities have utilized social media sites such as Facebook and Twitter to drive increased project awareness and, in many cases, to solicit increased levels of public comment and discourse.

In order to more seamlessly and efficiently encourage community participation, we utilize Turning Technologies' keypad polling response system and software at in-person meetings with clients and community stakeholders. We also use online collaboration software suites like Qualtrics to design community outreach strategies for public projects.

Regardless of the technology used, our understanding of community involvement techniques stems from years of design and land use planning charrettes, workshops, meetings, digital media, social outreach and program surveys. We take community involvement very seriously on all projects by offering the following four important benefits to our clients:

1. We ensure all stakeholders have a voice in the public conversation by identifying the geographic, demographic, and interest groups that make up the fabric of the community.
2. We provide clear and timely communication to all interested citizens by understanding outreach issues and design approaches that meet the community's needs.
3. We ensure that public involvement is truly meaningful to the community by understanding and focusing on the key issues it faces.
4. We create implementable actions by carefully navigating the community to a consensus position.

Our trained facilitators utilize a number of facilitation techniques:

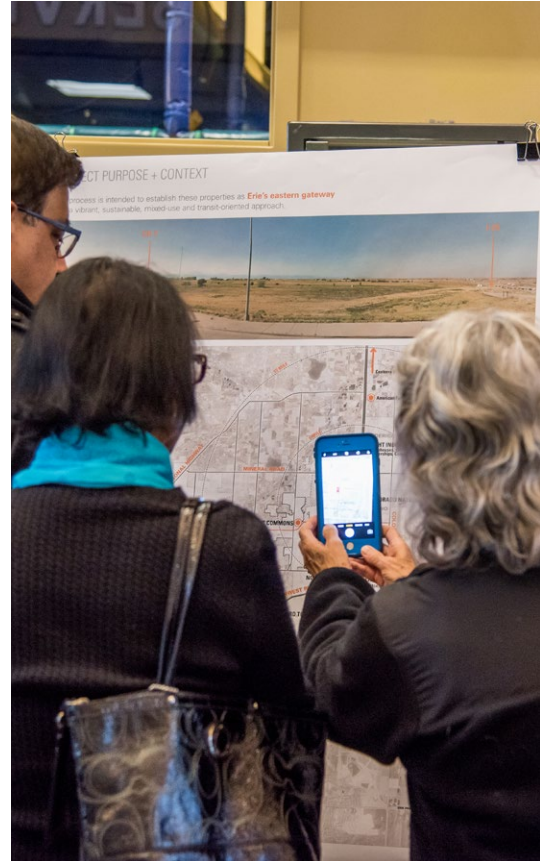
- Keypad Polling
- Preference Exercises
- Opportunity Mapping
- Chip Game/Program Mapping
- Kinetic Mapping
- SWOT Analysis
- Comment Cards
- Visual Preference Surveys

When effectively and creatively implemented, a combination of outreach tools can encourage stakeholders to get involved and help clients and project teams reach out to groups that may traditionally not be involved in planning conversations.

Our graphic design team has experience producing flyers, posters, mailings, and newspaper ads. Our team is experienced in creating media packets for projects which provide information for a variety of media outlets including what the project is, where the site is located, who is involved in the project, why the project is being completed, when and how people can get involved or provide feedback. In addition, our team has experience creating websites and integrating social media tools, podcasts, widgets and text message blasts.



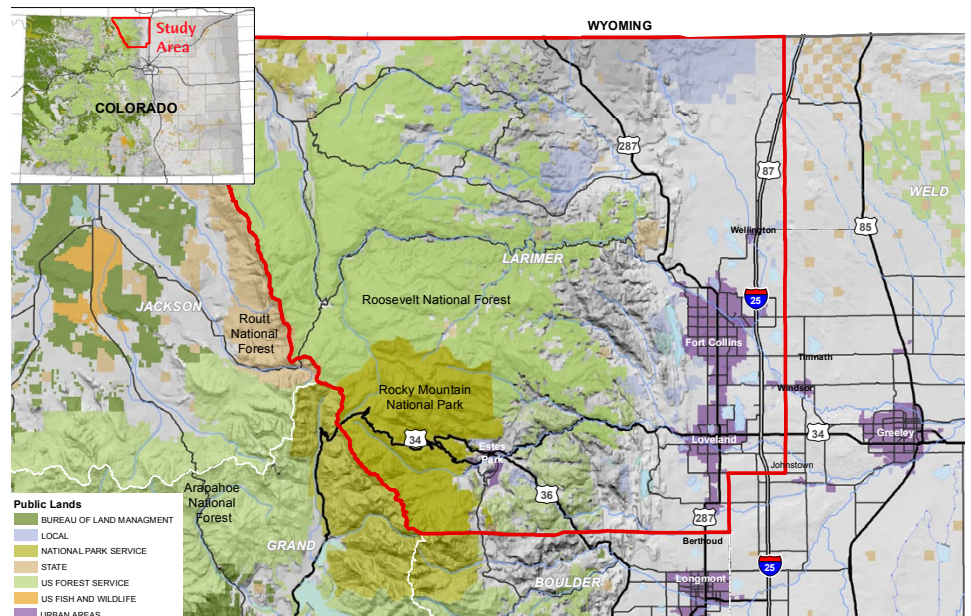
PUBLIC OUTREACH MEETING



OPEN HOUSE EVENT

INVENTORY & DATA COLLECTION | GIS

Design Workshop has extensive experience with GIS mapping. We have access to state of the art GPS and GIS technologies. Recently, we provided database and map services to Larimer County, Adams County and Douglas County Open Space departments. We utilize our mapping capabilities to provide a true picture of existing conditions and providing our clients with a visual resource and data analysis tool to develop goals and priorities for comprehensive planning.





RIVERFRONT PARK | Denver, CO

PROJECT MANAGEMENT & CUSTOMER SERVICE

Our team brings value to clients through our commitment to project management, expertise in built work, proven success with public engagement and our innovative approach to incorporating sustainable design through the DW Legacy Design® process.

COMMITMENT TO PROJECT MANAGEMENT

Our team members collectively have dozens of years of practice leading, managing and implementing projects with diverse teams of sub-consultants. Our team and firm has honed its processes for over 49 years to deliver high-quality, well-resolved design documents and construction observation by:

- Assigning the most experienced personnel to given projects
- Using firm standards for landscape architecture, graphic design, lighting design and documentation
- Using firm policies for diligent internal design reviews and quality management reviews
- Conducting interdisciplinary quality management reviews to facilitate and expedite reviews

ORGANIZATION & MANAGEMENT OF THE PROJECT

Our project management philosophy is built upon anticipation and preparation for all issues that may arise throughout the project process. By constantly considering and developing the appropriate plan to address political, environmental, social and design challenges and opportunities, we can better serve our clients and deliver the highest quality product.

Strong and effective project management is essential in conducting successful projects. Design Workshop has fulfilled the role of project manager for hundreds of projects and has developed rigorous project management standards for all projects. We strive to ensure quality assurance and quality control through clear communication and dialogue with clients and consultant teams. Design Workshop will maintain project schedules and project milestones, will identify and monitor critical paths to the success for projects, and will track and report budget items to the client promptly and efficiently.

Design Workshop's project management system provides for regular communication and quick response from the project manager and/or principal-in-charge, tight controls of project budgets and schedule, and facilitation of the design process and its communication to the client group and the stakeholders. Our process enables us to fully achieve project objectives, satisfy client requirements and fulfill client expectations.

Every phase of each project involves management from Design Workshop's Principal-in-Charge and Project Manager. Direct communication with the client will be addressed through memorandums, regular phone calls and emails throughout the entirety of the project. The Design Workshop team believes in bi-weekly team meetings for all team members critical to that week's discussion and will provide meeting minutes. Additionally, a progress report detailing all tasks completed during each billing cycle will accompany all invoices.

MARKET & ECONOMIC SERVICES

As a full-service planning and design firm serving a variety of public and private sector organizations over the last 45 years, Design Workshop has developed in-house market and economic analysis services (known as Development Services). Our professionals providing Development Services hold graduate degrees in Business and Real Estate and regularly work as part of design and planning teams within the firm. They bring a distinct economics based perspective to our planning teams and ensure that the realities of the market and development inform our plans and recommendations to clients. The team regularly completes market studies and economic analyses as part of DW's larger planning efforts or separately for individual clients. We have found that the integration of market investigation and economic analyses with planning results in a more responsibly executed project and significant savings of time and resources for our clients.

Our expertise includes market analysis, financial feasibility, development strategy, fiscal analysis, market positioning and development management. We have regularly performed demographic and economic analysis as part of Comprehensive Plans. These analyses examine the existing demographic and economic conditions of particular communities and also forecast future growth, based upon information gathered from the client, as well as local and state demographic agencies. Our economic analysis work helps comprehensive plan teams consider options for future land use plans, transportation plans and potential road, transit, or utilities expansions, and strategies for economic development and growth. We have authored the economic development chapters of numerous comprehensive plan documents and made presentations on a regular basis at community meetings concerning economics and demographics and how these factors affect preliminary and final plans for communities. We draw from our experience in completing market studies and feasibility studies for private and public clients in completing this work as part of community planning efforts.

- Community and political analysis
- Community governance
- Development strategies and programming
- Public Facilitation
- Feasibility studies
- Financial analysis
- Financial modeling
- Economic impact analysis
- Fiscal impact analysis
- Guidelines for sustainability
- Job and housing studies
- Market analysis
- Market research
- Market and sales strategy
- Master development planning
- Phasing and disposition strategy
- Project management
- Retail, office, residential, business park, light industrial, and mixed-use market research
- Retail development strategy
- Tourism master planning
- Zoning strategy and approvals



POSTA ROAD

ECONOMIC FEASIBILITY & SOCIAL IMPACT ANALYSIS

Workshop • Russell Planning & Engineering
July 2011



HISTORICAL & PROJECTED DEMOGRAPHICS BY CITY							
		1990 Census	2000 Census	Change (1990 - 2000)	2010 Census	Change (2000 - 2010)	Total Change 2008 - 2040 (MARC)
Kansas City (Jackson County portion)	Population						30,763
	Households						19,114
	Employment						67,035
Independence	Population	112,374	113,288	101%	116,830	103%	27,354
	Households	45,358	47,390	104%	48,742	103%	12,383
	Employment				33,195		14,094
Raytown	Population	30,171	30,388	101%	29,526	97%	1,187
	Households	12,482	12,855	103%	12,104	94%	583
	Employment				9,755		903
Lee's Summit *	Population	47,161	70,700	150%	91,364	129%	40,636
	Households	17,870	26,417	148%	34,429	130%	19,843
	Employment				31,516		19,529
Lake Tapawingo	Population	649	843	130%	730	87%	144
	Households	261	350	134%	342	98%	53
	Employment				73		0
Blue Springs	Population	40,745	48,080	118%	52,575	109%	21,383
	Households	13,781	17,286	125%	19,522	113%	9,000
	Employment				14,477		5,753
Grain Valley	Population	2,132	5,160	242%	12,854	249%	3,920
	Households	731	1,921	263%	4,566	238%	1,535
	Employment				2,211		4,364

* 2008 - 2040 projection for Lee's Summit includes Jackson County portion only.
Sources: ESRI, Mid America Regional Council

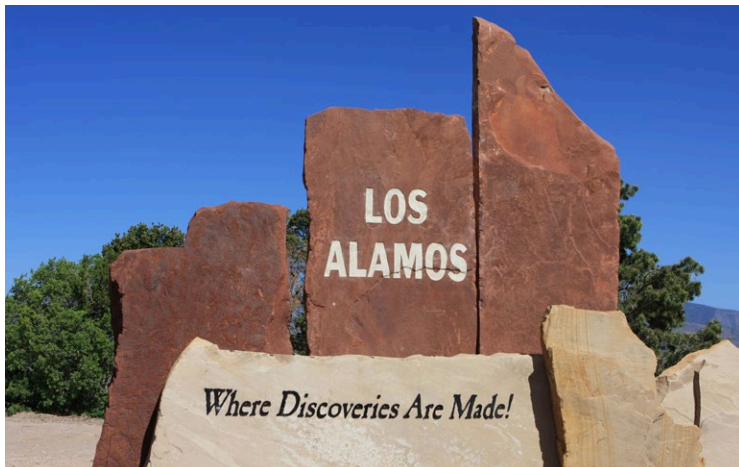


FIRM & STAFF QUALIFICATIONS

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LOS ALAMOS TOURISM STRATEGIC PLAN

LOS ALAMOS, NEW MEXICO



In 2015, Los Alamos became the gateway to three National Parks, adding the Valles Caldera National Preserve and the new Manhattan Project National Historical Park site to Bandelier National Monument. Los Alamos County viewed this addition of National Parks as an opportunity to be strategic in their planning and investments in the hopes of increased tourism diversifying their economy that is primarily supported by the Los Alamos National Laboratory.

In order to manage and enhance the growth of the tourism economy, the County hired Design Workshop to prepare a strategic, collaborative plan closely linked to existing economic development initiatives and goals that considers all tourism assets, marketing efforts and impacts. The process includes baseline analysis, developing alternative approaches to tourism development, facilitating work group and public meetings and preparing a final plan.

The Los Alamos County Tourism Strategic Plan will help unify ongoing tourism efforts, and position the County to optimize tourism economic development for the benefit of the community. It will guide and provide direction to the County and partners when making decisions relating to tourism, community investment, cultural opportunities and physical development. The County and its partners will use the action plan to direct funding and resources. This initiative is intended to benefit both community residents and tourists. The plan was unanimously passed by the Los Alamos County Council in February 2018.

SERVICES PROVIDED

Tourism Planning
Baseline Analysis
Situational Analysis
Public Engagement

KEY PERSONNEL

Becky Zimmermann, Principal
Sarah Horn, Project Planner

REFERENCE

Linda Matteson
Project Manager
Los Alamos County
1000 Central Avenue
Los Alamos, NM 87544
505.662.8086
linda.matteson@lacnm.us

BRANSON COMPREHENSIVE PLAN UPDATE

BRANSON, MISSOURI | DESIGN WORKSHOP



Branson 2030

A Community Plan by the People, for the People



Branson in the Year 2030

Branson's significant emphasis on the social fabric of the community resulted in a balanced community that enjoys economic, environmental and social sustainability. Branson is a community for young and old to live, work, visit, raise a family and enjoy outdoor recreation. The town is a national tourist destination, as well as a popular destination for retirement. We have strategically expanded our tourism offerings to attract a broader demographic, expanded upon the markets with air service and has a variety of new activities for visitors. Branson is widely known for its entertainment, indoor and outdoor recreational offerings, and continues to attract visitors from around the country for passive and active recreation (i.e. triathlons, fishing competitions, geocaching courses, hiking courses, wilderness training, bike races, sports tournaments, etc.).

The economic base has expanded to include businesses that are complementary to Branson's strengths and grown beyond the entertainment industry. The well-established health care industry has expanded and Branson is a destination for specialty health care. A variety of education opportunities for area residents are offered including information technology jobs, and professional services and light industrial companies in Branson provide additional year-round employment opportunities.

The character of the strip has been improved with incremental streetscape improvements including continuous, wider sidewalks, designated cross walks, a signage and identity system, benches, lighting, landscaping and the

(continued on next page)

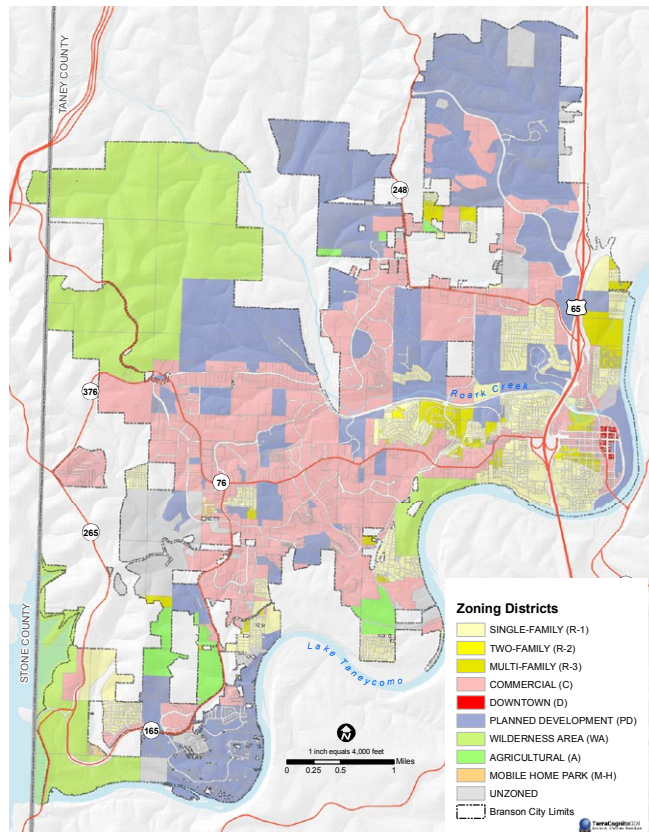
VISION STATEMENT

Branson continues to be the preferred tourist destination, known for strong community values, natural beauty, recreation opportunities and affordable live entertainment, as well as a community that has cohesive neighborhoods, employment opportunities, outstanding schools, arts and culture.

— Community Plan 2030 Steering Committee

Design Workshop was asked by the City of Branson, Missouri to update their 2003 Comprehensive Plan. Branson is home to entertainment-based tourism, recreation assets and a community of 7,500 people. Branson's success can be seen in its authenticity, appeal to families and community pride as evidenced in the Our Ozark Mountain Legacy document. The Comprehensive Plan for Branson addresses growth management, economic development and redevelopment, and provides a framework and guidebook to enhance a vibrant community and multi-faceted tourism economy for the next ten plus years. The public workshops attracted over three hundred community members and their opinions were polled using various engagement methods including keypad polling, surveys, focus groups and in one-on-one interviews.

Policy decisions were made that provide the general framework for land use, community design, housing, economic development, transportation, infrastructure, recreation, culture and historic preservation, health, education, safety and security and governance. The plan outlines action steps and implementation strategies for the client to follow in order to realize the Comprehensive Plan goals and objectives. It also provides the context for which future capital improvement investment decisions can be made.



SERVICES PROVIDED

Community Planning, Land Use Planning, GIS, Public Facilitation, Urban Design, Tourism Planning

KEY PERSONNEL

Becky Zimmermann, Principal

CLIENT REFERENCE

Joel Hornickel, Director of Planning & Development
City of Branson

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jhornickel@bransonmo.gov

AVON COMPREHENSIVE PLAN

AVON, COLORADO | DESIGN WORKSHOP



After the development of Beaver Creek Ski Resort on the mountain south of town and a major retail center on the outskirts of the community, Avon was faced with trying to maintain – and to some degree create – a distinctive community with a strong central focus. Design Workshop worked with Avon to create goals and policies that help to protect the community from homogenized regional growth, refocus development in the community core, and allow enough flexibility for the creative use of architecture and design. The comprehensive plan also had to address and compliment the Town Center West development.

The importance of Avon as both a workforce housing area for Vail and the only gateway to Beaver Creek helped determine the vision of the community – “a great place to live and a great place to visit”.

Despite the fact that the two-year planning effort began with one consultant and was finished by Design Workshop, the final plan was widely supported by the community, Planning and Zoning Commission and Town Council due in part to Design Workshop’s efforts to integrate the work done previously.



SERVICES PROVIDED

Visioning, Public Facilitation, Policy Planning, District Planning, Land Use Planning, Urban Design, Landscape Architecture, Environmental Graphic Design

KEY PERSONNEL

Don Ensign, Principal

REFERENCE

Matt Pielsticker, Planning Manager
Town of Avon
970.748.4412
mpielsticker@avon.org

2008 NATIONAL APA SMALL TOWN & RURAL AREAS STAR AWARD

EXPERIENCE/QUALIFICATIONS

For almost five decades, Design Workshop has provided strategic planning to communities. The project team is particularly well-positioned to complete this effectively as our collective experience covers virtually every major tourism community in the Rocky Mountains ranging from Banff, Alberta to Santa Fe, New Mexico and Placer County, California to Summit County, Colorado.

Below are some examples of projects in which we have a track record of successfully addressing issues similar to those the Vineyard General Plan must address.

PROJECT	KEY ISSUES ADDRESSED
Teton County Tourism Marketing Plan Client: Teton County	<ul style="list-style-type: none"> • Creation of tourism-focused community vision • Define visitor marketing and infrastructure needs • Leverage gateway to two National Parks
Sant Julia de Loria Economic Development Plan Client: Principality	<ul style="list-style-type: none"> • Replace historic economic base with tourism development • Invest in projects that result in economic increase and community enhancement
Whistler Sustainability Plan Client: Municipality of Whistler	<ul style="list-style-type: none"> • Articulate vision followed by policies and funding for land use, placemaking, tourism development, protection of natural environment • Facilitated over 12 community engagement opportunities
North Lake Tahoe Tourism Master Plan Client: Placer County	<ul style="list-style-type: none"> • Create tourism investment strategy and funding guidelines • Form new entity to comprehensively develop tourism • Extensive community and stakeholder engagement
Pikes Peak Multi-Use Plan Client: Colorado Springs Utilities	<ul style="list-style-type: none"> • Define gateway opportunities for three communities • Reconcile recreation with resource protection • Create actionable strategic plan for immediate, mid and long term
Mammoth Visitors Facilities Analysis Client: Town of Mammoth Lakes	<ul style="list-style-type: none"> • Complete SWOT for Mammoth Lakes region • Candid assessment of visitor facilities and services needs to increase tourism • Presentation to town council and VCB
Branson Comprehensive Plan Client: City of Branson	<ul style="list-style-type: none"> • Create strategic plan to supplement decreasing tourism in shows with increasing recreation-based tourism • Public workshops attended by 300+ people • Implementation strategies for economic development
Joplin Tourism Plan Client: City of Joplin	<ul style="list-style-type: none"> • Create investment strategy and action items to increase tourism • Provide a vision for future development
Cottonwood Heights Economic Development Plan Client: City of Cottonwood Heights	<ul style="list-style-type: none"> • Develop strategic plan for business growth and entrepreneurship • Action plan to help guide economic growth to complement the existing economic base



Houston General Plan: Houston, TX



Fredericksburg Comprehensive Plan: Fredericksburg, TX

Redwood National Park and State Parks:
Hiouchi Flat Campground Planning

Clients: National Park Service and California
State Parks

- Multi-agency collaboration
- Addressing issues of a “gateway” community
- Visitor Services and Facilities
- Wayfinding and Signage
- Broad Stakeholder Engagement
- Goal to balance tourism and natural resource protection and preservation
- Scenic resource preservation
- Cultural resource preservation and interpretation

PROJECT

KEY ISSUES ADDRESSED

Colorado Springs Parks, Trails, Open Space and
Cultural Resources Master Plan

Client: City of Colorado Springs

- National Park Service recreation and tourism collaboration with municipal partners
- Promotion and expansion of high-altitude recreational opportunities
- Event venue facility planning
- Over 4,000 stakeholders engaged
- Goal to balance policy in tourism, natural resources and growth
- Cultural resources planning

Petra Regional Tourism + Conservation Plan

Client: Petra Development and Tourism Region
Authority

- UNESCO World Heritage Site degradation
- National Park Service collaboration
- Capturing the economic benefits of tourism and balancing ecological and archeological resource management

Death Valley National Park: Furnace Creek Day
Use Improvements

Client: National Park Service

- Visitor Services and Facilities
- Goal to balance tourism and natural resource protection and preservation
- Scenic resource preservation
- Cultural resource preservation and interpretation



I-25/ERIE PARKWAY VISION PLAN | Erie, CO

APPROACH & WORK PLAN

PROJECT APPROACH

THE OPPORTUNITY

With a history dating back to at least the turn of the 20th century, Vineyard has only more recently come into its own as bustling community within the last decade. More specifically, population has increased nearly 9,000% over the last seven years – from 139 residents in 2010 to an estimated 12,500 residents in 2017. This stunning trend demonstrates that a rural community with city access has caught the attention of many who see Vineyard as the perfect place to lay down roots and take advantage of the multi-modal, inclusive community along Lake Utah.

With a history rooted in grapevines and steel manufacturing, the City of Vineyard has skillfully preserved the cultural heritage of the community while setting an inspiring vision for the future with their theme of “stay connected.” Already this declaration has spilled over into its trail network, planned light rail connection, park system, repurposing of the Geneva Steel Mill and anticipation of Utah Valley University’s expansion in Vineyard as catalysts for growth as well as opportunities to enhance the Vineyard community.

As Vineyard looks to define a future rooted in sustainable economic development, healthy environments, thoughtful land use, well-positioned technology innovations and community identity, an updated general plan provides the opportunity to consolidate previous planning efforts and cast a vision for what is to come. With 50 years of experience in planning, Design Workshop is well-positioned to steward Vineyard through this visioning process and create a general plan that will serve as guidance document as it enters this next season of growth and maturity.

THE SPECIAL SAUCE

Design Workshop brings value to clients like Vineyard through its commitment to tight project management, wide-ranging expertise in planning and built work and proven success with public engagement. Our Vineyard General Plan team has extensive experience in leading, managing and implementing complicated projects and leverages our vetted project management approach to anticipate issues that may arise throughout the planning and engagement process. This allows us to thoughtfully address political, environmental, social and design challenges and opportunities in real time to better serve your needs and deliver the highest quality product.

Considering the vast scope and needs of the 2018 Vineyard General Plan update, Design Workshop will balance its core competency in planning to look back at earlier planning efforts with a stakeholder engagement process that informs new goals and needs in the city’s next chapter. To aid in a thorough but streamlined experience, we have developed a project management toolkit that address key components such as client vision, critical success factors, stakeholder engagement, a quality assurance plan, key deliverables and an implementation plan.

Design Workshop’s project manager and principal-in-charge will work closely with the City of Vineyard to track project process and progress and keep a tight rein on the project budget and schedule. Design Workshop strives to ensure quality through clear communication and dialogue with our clients and among our team. We recommend hosting progress conference calls on a regular schedule, which will include monthly progress reports.

THE WORK

The outcome of the general plan update process must address key elements such as land use, economic growth, moderate-income housing, multimodal mobility and transportation, integrated parks, trails and open space, and the community's history and culture. Working closely with the City of Vineyard and its residents, Design Workshop will explore, prioritize and synthesize the aspirations, goals and desires of current stakeholders to update and align the 10 elements in the 2004 Vineyard General Plan with the thoughtful reflections of the community today and into the future.

To accomplish successful community engagement, we recommend utilizing the following organizing bodies and engagement strategies:

GENERAL PLAN WORK GROUP

The varied schedules, availability and expectations of Vineyard stakeholders will require a tailored approach to public engagement. To ensure the General Plan includes strong representation of the entire community, we recommend creating a General Plan Work Group. This group should include representatives from various stakeholder groups, e.g. neighborhood associations, community groups, business owners, major employers, University representatives, developers, etc. – people with specific expertise, subject matter experts, who can help the General Plan team understand concerns, work with people who will help be responsible for the plan's success and subsequent implementation. This group will assist with community outreach and provide content for the final plan. Our team can assist the City with the formation of this group.

VARIOUS FACILITATION + ENGAGEMENT METHODS

To reach diverse groups and actively engage as many Vineyard community members as possible, a variety of facilitation and listening methods should be utilized. We will help City staff with active listening strategies. We use a range of facilitation and engagement techniques to ensure meaningful representation.

Examples include:

- Icebreakers: story cards, postcards, puzzle pieces, "What's your favorite...?", inspiration board
- Idea Collection: Strengths, Weaknesses, Opportunities, Threats analysis, sticky wall/post-it notes, comment cards, brainstorming
- Assessing Public Opinion: live keypad polling, online surveys, mailed questionnaires
- Ranking + Prioritization: dot voting, participatory budgeting, show of hands
- Map Exercises: chip game, opportunity mapping, land use activity mapping
- Visualization: visual preference survey, illustrations

We assess a variety of factors to determine how to structure stakeholder engagement. Variables such as age, ethnic diversity, income, employment, urban versus rural place of residence, number of years of residency, visitor profile, interest groups, developer/property owner and business owner/manager interest are some of the factors to consider in understanding what types of public processes will engage all members of the community. We will help staff target efforts to ensure successful engagement and excitement about this project.

The result of this process allows for a consensus-driven, community-reflective general plan. Design Workshop will work its planning expertise to provide timely, relevant and strategic guidance that can be implemented by government personnel as well as community stakeholders. This updated general plan will serve as the guiding document Vineyard needs to stay connected to its exciting and prosperous future.

WORK PLAN

WORK PLAN

We have structured our work plan to set up the best process possible to create a plan you will be proud of for years to come. We begin with getting to know Vineyard City Staff, a General Plan Work Group and the local community to give us an on the ground and intimate understanding of needs and desires for the future. This provides a solid foundation for a successful process and final deliverables. After setting this foundation, we will begin drafting a vision, themes, goals and objectives for the plan.

We will hold a community engagement workshop and prepare an online survey to help solidify these elements. We will then begin to prepare the draft document, based on feedback and research. A second community meeting and will be held and online survey posted to gauge the public's response to the work done to date and use it as an opportunity to make sure we are headed in the right direction or course correct if necessary.

This leads us to the final phase, preparing a final document that the entire Vineyard community can use to meet your goals of focusing and unifying future planning and public investment.

We understand the City wants an innovative plan that provides clear and predictable, albeit inspiring guidance, through the following:

- Rewrite of current plan elements based on objectives listed in the RFP
- Development of new plan elements
- Consolidation of recent planning documents to include in the plan update

As mentioned previously, a robust community participation process will also be an integral component of our work plan. For the 2004 Plan, the Vineyard community identified four basic areas of concern:

1. The Town should continue to function as an independent municipality as opposed to being absorbed as part of an adjacent municipality.

2. The Town should preserve a decidedly rural or open nature using trails, parks and open space areas, etc.
3. The plan should acknowledge the importance of an industrial/commercial base in maintaining the economic health and should encourage the retention/development of such uses.
4. The plan should make provision for more adequate vehicular access into and within the community.

We will reevaluate these areas of concern as part of the planning update process and make changes where appropriate.

This project will be completed in three primary phases:

PHASE 1: EXPLORE + ENGAGE

PHASE 2: SYNTHESIZE + PRIORITIZE

PHASE 3: FINALIZE + IMPLEMENT

PHASE 1: EXPLORE + ENGAGE

TASK 1.1: STRATEGIC KICK-OFF (SKO) WORKSHOP

The General Plan Update will begin with a Strategic Kick Off (SKO) workshop with the consultant team, key city staff and the General Plan Work Group, stimulating discussion regarding this project. It will lay the foundation for a clear and inclusive process and will clarify roles, approach, project goals, and community engagement opportunities. We will define a mission statement and guiding principles to effectively launch the project.

Items to be covered during the SKO Workshop include:

- Discuss elements of the 2004 General Plan that remain relevant
- Discuss accomplishments of the 2004 General Plan
- Define roles, responsibilities and communication procedures
- Confirm a detailed project schedule and document review process
- Identify resources that may be useful to the plan creation process

- Pinpoint topics for additional research and evaluation
- Establish project goals and desired outcomes (Project Management Plan)
- Discuss City Council and Planning Commission perspectives on process goals and desired outcomes
- Review community facilitation and engagement plan, confirming responsibilities and resources
- Discuss document approach

To facilitate efficient communication, we are anticipating time for bi-weekly (every two weeks) progress meetings with the City of Vineyard project manager, utilizing GoTo Meeting conference call software. From time to time, when it is appropriate, representatives of the General Plan Work Group will be invited to join the calls.

DELIVERABLES:

1. Full-day facilitated workshop with City team and the General Plan Work Group (in-person)
2. Detailed project timeline
3. Internal project communication plan
4. Project briefing presentation
5. Community outreach & engagement process memo and outreach recommendations
6. Critical success factors, dilemma, thesis and project goals documentation

NOTE:

It is anticipated that the City project manager will regularly meet with the General Plan Work Group and share the results of these meetings with the Design Workshop team. While we will have the opportunity to meet with Work Group members at the SKO Workshop, the Community Workshop, and at the beginning of Phase 2 of the project, we will rely on the City project manager to meet with the group other times. We plan to assist City staff with developing the general schedule for these meetings.

TASK 1.2: EXISTING CONDITIONS, KEY ISSUES + OPPORTUNITIES ANALYSIS

Using directives and outcomes from the Strategic Kick-Off, Design Workshop will conduct a thorough review of previous reports, studies and plans to ensure previous priorities and plans are reflected in the 2018 General Plan Update.

Using historical context to inform initial plan recommendations, we will:

- Analyze Vineyard existing conditions
- Identify key issues and challenges to address in the plan update
- Identify future opportunities to include in the plan
- Provide initial recommendations for modifications to the existing General Plan, including its vision statement, guiding principles, elements, general goals and objectives and organizational structure.

DELIVERABLES:

1. Community profile and trends summary with supportive graphic communications
2. Existing conditions summary analysis for inclusion in final plan

NOTE:

The City will provide the following maps to inform this analysis, if available, or pertinent GIS or other data:

- Land Use Map/Data: development patterns and future growth/redevelopment areas
- Transportation Map/Data: existing and planned infrastructure (roadways and transit, parking, future infrastructure investment locations)
- Open Space & Trails Map: existing open space and trails with access points
- Heritage & Cultural Resources Map or List: including historical buildings/sites and cultural sites/locations

TASK 1.3: COMMUNITY WORKSHOP

The initial workshop will include key stakeholders and community members. The purpose is to capture and reflect the needs and priorities of all residents. This feedback will critically inform elements of the general plan.

Additionally, an online survey will be conducted to capture the feedback of those unable to attend the meeting in person.

We will use the following facilitation tools to build community dialogue:

- **Keypad Polling:** Utilizing keypad polling technology, Design Workshop will rapidly and in real time collect feedback and priorities of attendees that will inform the discussion and development of the plan.
- **Basic Areas of Concern Questionnaire:** A questionnaire will be provided to each attendee, asking them if the four basic areas of concern for the future that were identified in the 2004 plan still apply. There will be room for attendees to write in new areas of concern. Below are the areas identified in 2004:
 - **Story Cards:** “TODAY - I love Vineyard because....and how would you answer this question 10 years from now?” Sometimes the best way to understand a community’s priorities, desires or concerns is to ask them to tell their story. A postcard will be designed to collect short stories and phrases that describe what people care most about. These postcards, along with a planning process informational flier, will be given to City Staff to be distributed and collected at community and organizational events. The story cards could also be included in an online survey format to be filled out electronically.
 - **Mapping Exercise:** If the City would like to include an interactive exercise, our team can provide large format pdfs of existing base maps (or the City can create these). These maps will be laid out on tables. Participants will be asked to highlight existing features that work, features that need improvements and ideas for future features that they would like to see in the community. For example, a base map of existing open spaces and parks will be laid out, we will tape a piece of trace paper on top, and participants will put green dots on areas that they like, red on areas that

need improvement and write out ideas they have for future improvements.

DELIVERABLES:

1. Workshop Materials
 - Presentation
 - Questionnaire
 - Story Cards formatted, and color printed (100 copies)
 - Four (4) printed Map Boards with easels (36”x48”) – City to provide maps if possible, or pertinent data
 - » Land Use Map including Types of Residential
 - » Transportation Map
 - » Open Space + Trails Map
 - » Heritage + Cultural Resources Map
 - Context Presentation with keypad polling questions
 - Sign-in sheets, name tags, comment cards
3. One (1) day of workshop facilitation
4. One (1) day meeting to discuss workshop results (in-person)

NOTE:

City staff will lead the effort to organize invitations, meeting space and all public messaging of the event. Following the workshop, City staff will take this presentation to committees and small group gatherings (schools, local businesses, neighborhood groups, etc.) to inform citizens of the plan development process and provide opportunities for input – this helps to build excitement for the project.

TASK 1.4: COMMUNITY WORKSHOP SUMMARY + ISSUE IDENTIFICATION

From the first round of community input, Design Workshop will prepare an input summary and develop a draft vision statement, opportunities, challenges and options for addressing the identified issues. Working with City staff and the General Plan Work Group, these statements and recommendations will be refined and organized. The goal of this exercise is to demonstrate to the community that their stories, concerns or hopes for the downtown

are captured and will drive the development of the General Plan update. Design Workshop anticipates beginning work on the draft General Plan after this initial public workshop.

DELIVERABLES:

1. Community Input Summary + Conclusions
2. Draft vision statement, opportunities, challenges, community character description
3. Revision of above items based on City staff and General Plan Work Group input (City staff to collate all comments and input)
4. One (1) project process update presentation/report for City Council

TASK 1.5: CITY COUNCIL UPDATE PRESENTATION

Based on input from the SKO Workshop, Existing Conditions, Key Issues + Opportunities Analysis and the Community Workshop, Design Workshop will work with City staff to prepare an update presentation for City Council.

DELIVERABLE:

1. Project process update presentation/report for City Council

PHASE 2: SYNTHESIZE + PRIORITIZE

TASK 2.1: INITIAL PLAN THEMES, ELEMENT RECOMMENDATIONS + DRAFT DOCUMENT OUTLINE

Community input and analysis efforts completed in Phase 1 will inform the development of initial plan themes, plan elements, goals and objectives and possible tactics to address the goals and objectives for each element.

The Design Workshop team will meet in person with City staff and General Plan Work Group members to talk through ideas and select which to move forward with as the draft plan content is developed.

Strategic objectives for each of the plan elements below will be incorporated into the plan document, based on the findings of Phase 1 (along with the addition of new plan elements if deemed appropriate):

- Land Use
- Transportation (formerly “Streets”)
- Public Facilities
- Moderate Income Housing
- Open Space & Trails
- Heritage & Cultural Resources
- Sustainability & Environment
- Technology
- Economic Development
- Implementation + Action Plan (each element will include priority actions)

Some initial ideas for additional elements to be added include: Regional Coordination, Growth Management, Urban Design, and Arts.

Design Workshop team will also provide a document outline to City staff and the General Plan Work Group for approval. This outline will include organizing concepts and an initial list of topics.

TASK 2.2: DRAFT GENERAL PLAN DEVELOPMENT

Once the outline is approved, our team will work with City staff and the General Plan Work Group to prepare the written portion of the document. We will determine who will be responsible for the content of each chapter. Draft content will be prepared in Microsoft Word for eventual formatting with graphics in InDesign. We will create a graphically engaging document that can be used across a variety of audiences in an accessible way.

Our team will also work with City staff to decide how best to prepare the appropriate maps for the plan document.

The updated maps anticipated, at this point, to be included are:

- Updated Land Use Map: development patterns and future growth/redevelopment areas with recommended planning districts

- Updated Transportation Map: existing and planned infrastructure (roadways and transit, parking, future infrastructure investment locations), emphasizing transit and biking trails
- Open Space & Trails Map: existing open space and trails with access points (this to be provided by City)
- Possible Heritage & Cultural Resources Map: including historical buildings/sites and cultural sites/locations

For a sense of structure, we anticipate the General Plan document will include the following sections or chapters:

- I. Introduction
 - a. Plan Purpose
 - b. Historic Context
 - c. Public Involvement
- II. Existing Conditions Summary
- III. Key Opportunities + Challenges
- IV. Community Vision & Core Values
 - a. Vision
 - b. Guiding Principles
 - c. Core Values
- V. Community Building Blocks
 - a. Special Focus Elements (if applicable)
 - b. Land Use
 - c. Transportation (formerly “Streets”)
 - d. Public Facilities
 - e. Moderate Income Housing
 - f. Open Space & Trails
 - g. Heritage & Cultural Resources
 - h. Sustainability & Environment
 - i. Technology
 - j. Economic Development
- VI. Implementation + Action Plan
 - a. Implementation & Action Plan

DELIVERABLES:

1. One (1) day discussion of initial plan themes, updated elements and the possible inclusion of new elements, goals and objectives, and possible tactics (in-person)
2. This will include a discussion of how to divide plan chapter content responsibilities among Design Workshop team members, City staff and the General Plan Work Group
3. Draft document outline (framework)
4. Writing style guide and sample document graphic design for approval
5. Meeting Summary Memo

TASK 2.3 COMMUNITY MEETING TOOLKIT

The project team will use the results of the meeting in Task 2.1 with City staff to conduct a second community meeting to gauge public response to alternatives and potential future scenarios, tactics, priorities and trade-offs that may have to occur for successful plan implementation.

Our team will provide a “meeting in a box” for City staff and the General Plan Work Group to use for this second community engagement exercise. The City can choose to have one large meeting or take the meeting to smaller groups throughout the community.

The meeting will be used to present the project vision, goals, opportunities, challenges and options/action items for addressing key issues under each of the Plan Elements. The purpose of this meeting is not only to present key content from the draft outline/document, but to also demonstrate how community input was incorporated into the draft content and to gauge reaction to plan concepts and recommendations.

Design Workshop will work with City staff to develop a series of appropriate online survey questions for this phase of the project. City staff can also utilize the “meeting in a box” documents to include online for people unable to attend the public workshops in person.

DELIVERABLE:

1. Meeting in a Box (all materials provided to City electronically via ftp site, e.g. box.com):
 - Vision, Goals, Objectives + Action Plan Presentation (organized by Plan Elements)
 - Facilitation instructions (training can be provided via conference call if needed)
 - Sign-in sheets, name tags, comment cards

TASK 2.4: DRAFT GENERAL PLAN REVISIONS + REFINEMENT

Based on all feedback to date, City staff and General Plan Work Group input, Design Workshop will refine the draft plan. We anticipate City staff will review the draft document after refinement and collate all comments and input from representatives of the City representatives and the General Plan Work Group

DELIVERABLES:

1. Three (3) printed color copies and one (1) digital copy of Draft General Plan document, anticipated at 50 pages in length (80% complete without action plan or appendices) in pdf format
2. One (1) revision cycle of the draft document, based on City staff direction for incorporating collected comments – City to collect all comments and provide to Design Workshop (fee anticipates no more than 20 hours for revision tasks)

NOTE:

Design Workshop anticipates City staff will lead the effort to organize invitations, meeting space and all public messaging of the event. City staff will also provide summary memo to the rest of the team, highlighting meeting results.

TASK 2.5: CITY COUNCIL UPDATE PRESENTATION

Based on input to date, Design Workshop will work with City staff to prepare an update presentation for the City Council and Planning Commission (if applicable).

Deliverable:

1. One (1) project process update presentation/report for City Council

PHASE 3: FINALIZE + IMPLEMENT**TASK 3.1 PREPARATION OF FINAL GENERAL PLAN FOR ADOPTION**

Building on previous efforts and integrating them with the work done as part of this update process, our team, along with City staff and the General Plan Work Group, will complete the final plan for adoption. The work plan we have proposed will lead to a successful General Plan Update that guides and inspires. It will be a visionary, yet practical roadmap detailing strategies and actions necessary to take Vineyard into the future with focus and unity.

Deliverables:

1. One (1) presentation for City staff to present to City Council as part of the adoption process
2. Three (3) bound printed color copies and one (1) digital copy of Final General Plan document and appendices for adoption
3. One (1) pdf of all maps included in the final plan
4. One digital version of GIS shape files used to prepare land use, transportation and possibly heritage and cultural resources maps

This is a proposed work plan. Design Workshop understands that adjustments may be made depending on client desires.

PROPOSED PROJECT TIMELINE

We propose an approximately 10-month schedule for this planning process.

	2018							2019		
	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
PHASE 1: EXPLORE + ENGAGE										
1.1 Strategic Kick Off Prep + Workshop (in-person)	▲									
1.2 Existing Conditions, Key Issues + Opportunities Analysis										
1.3 Community Workshop + Survey 1 Storytelling		●								
1.4 Community Workshop Summary + Issue Identification										
1.5 City Council Update Project Process			■							
PHASE 2: SYNTHESIZE + PRIORITIZE										
2.1 Initial Plan Themes, Element Recommendations, Draft Outline										
2.2 Draft General Plan Development										
2.3 Community Meeting Toolkit Understanding							●			
2.4 Draft General Plan Revisions + Refinement										
2.5 City Council Update Project Process									■	
PHASE 3: FINALIZE + IMPLEMENT										
3.1 Preparation of Final General Plan for Adoption										X
PROJECT MANAGEMENT (THROUGHOUT PROCESS)										
Bi-Weekly Progress Meetings										

Milestones and Completion Dates

▲ = Strategic Kick-Off Workshop

● = Public Engagement Event

■ = City Council Presentation

X = Final General Plan Delivered

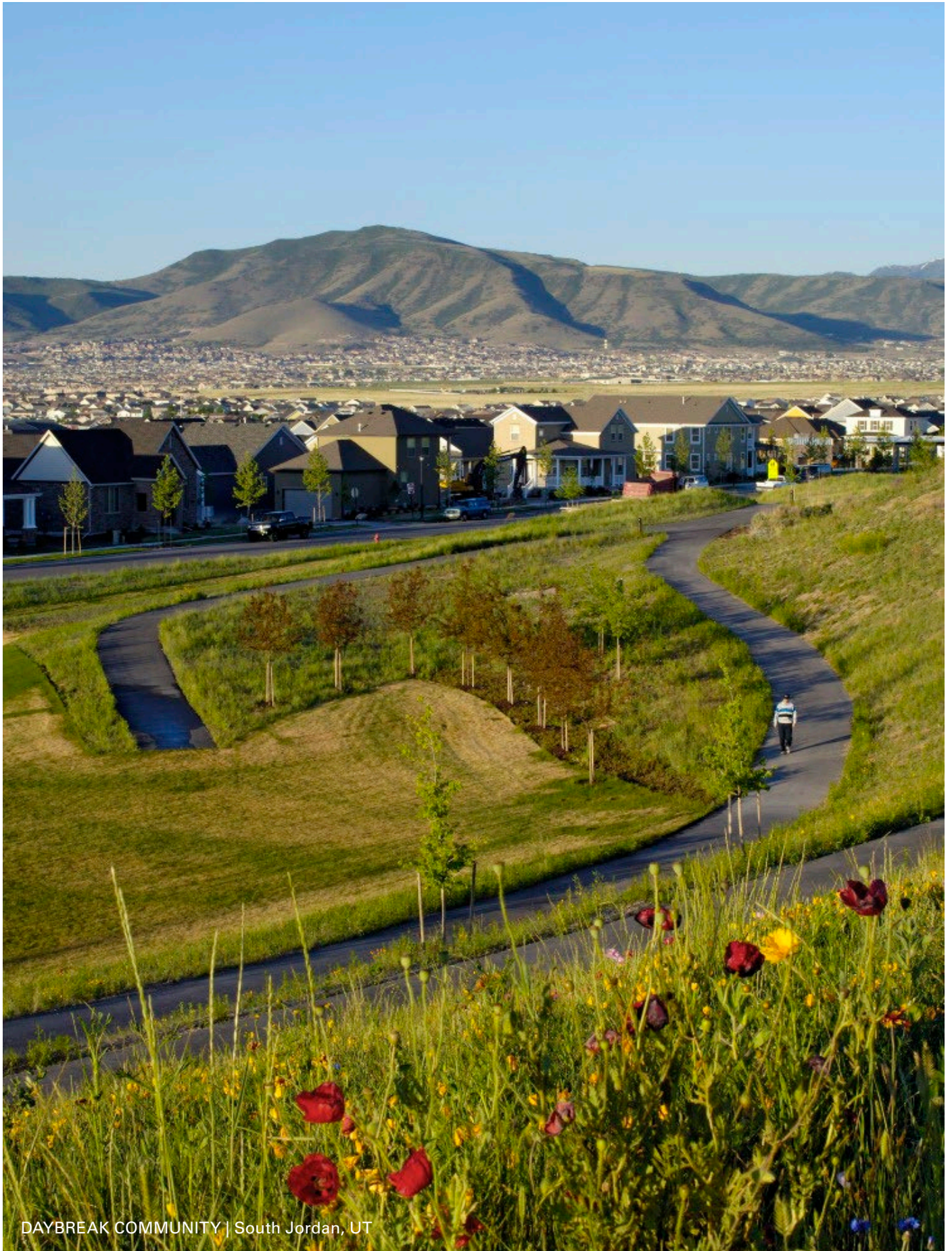
INITIAL COST ESTIMATE

PHASE 1: EXPLORE + ENGAGE		\$35,200
1.1	Strategic Kick Off Prep + Workshop (in-person)	
1.2	Existing Conditions, Key Issues + Opportunities Analysis	
1.3	Community Workshop + Survey 1 Storytelling	
1.4	Community Workshop Summary	
1.5	City Council Update Presentation	
PHASE 2: SYNTHESIZE + PRIORITIZE		\$44,340
2.1	Initial Plan Themes, Element Recommendations + Draft Document Outline	
2.2	Draft General Plan Development	
2.3	Community Meeting Toolkit Understanding	
2.4	Draft General Plan Revisions + Refinement	
2.5	City Council Update Presentation	
PHASE 3: FINALIZE + IMPLEMENT		\$22,540
3.1	Preparation of Final General Plan for Adoption	
BI-WEEKLY PROGRESS MEETINGS		\$2,800
Throughtout Project		
TOTAL LABOR COST		\$104,880

ESTIMATED REIMBURSABLE EXPENSES	
Travel Expenses	\$2,000
Internal Printing	\$900
Printed Meeting Materials: Boards, Maps + Handouts	\$1,500
Printed Color Draft Plan (3 copies)	\$300
Printed Color Final Adopted General Plan (3 copies)	\$300

TOTAL SUMMARY OF COSTS:	\$109,880
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HOURLY RATES	
Becky Zimmermann - Design Workshop	\$300
Sarah Horn - Design Workshop	\$150
Kristin Ferguson - Design Workshop	\$100
Additional Staff (if needed)	\$80 - \$90
Troy Russ - Kimley Horn	\$250
Brandon McDougald - Kimley Horn	\$230
Zach Johnson - Kimley Horn	\$205



DAYBREAK COMMUNITY | South Jordan, UT

ACKNOWLEDGEMENTS



CAPACITY

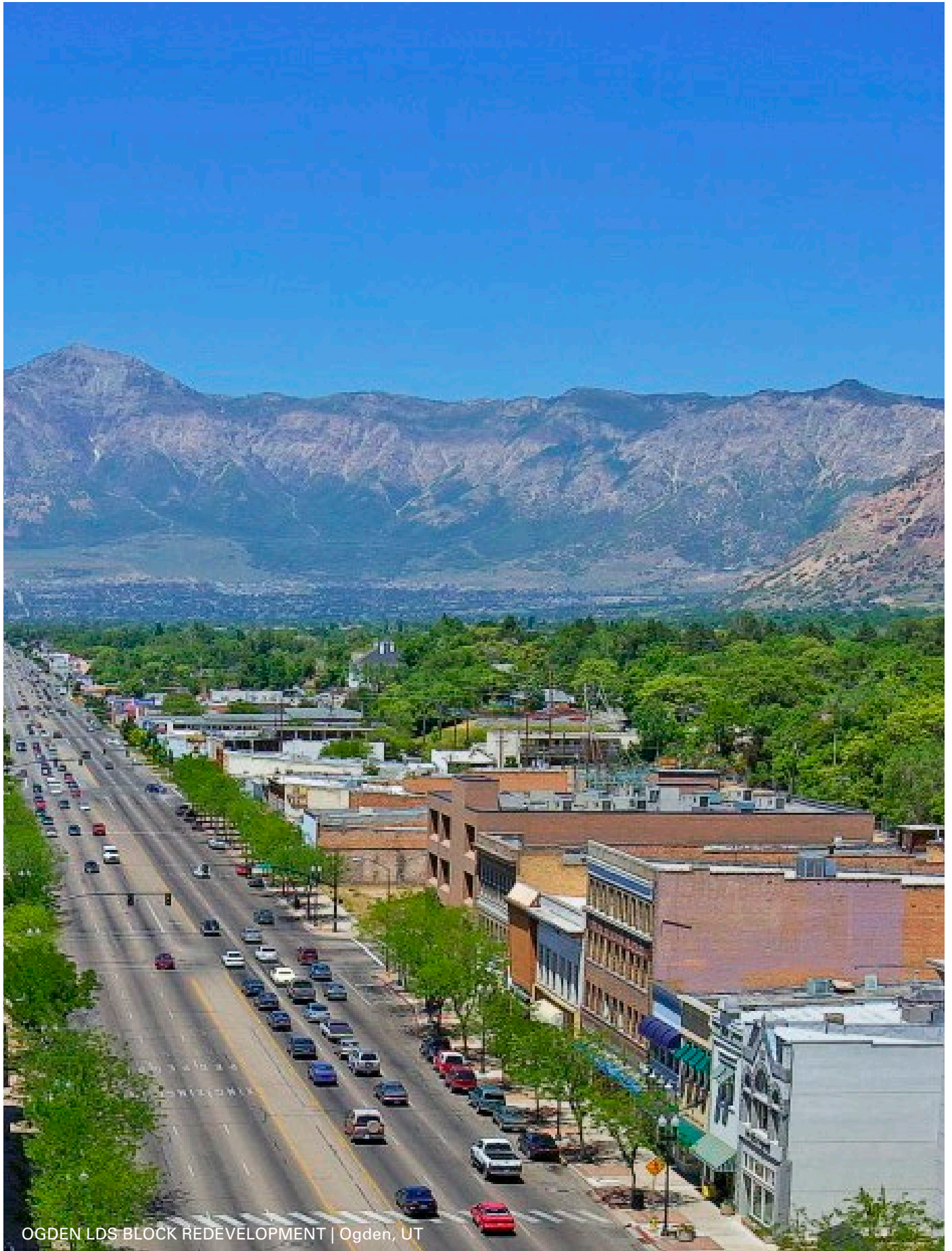
All staff proposed on this project have gone through internal scheduling review to assure appropriate time can be dedicated to the project.

A second scheduling review will be conducted prior to contract negotiations to ensure proposed staff time is consistent with an agreed-to level of effort.

Any deviations caused as a result of unforeseen changes to other work efforts or changes to the work plan proposed will be communicated and resolved prior to notice-to-proceed.

CONFLICTS OF INTEREST

Design Workshop, at this time, has no conflicts of interest with other clients or projects currently underway.



OGDEN LDS BLOCK REDEVELOPMENT | Ogden, UT

APPENDIX

REBECCA ZIMMERMANN, AICP

ECONOMIC, MARKET + TOURISM STRATEGIST | DESIGN WORKSHOP



EDUCATION

Master of Business Administration; University of Colorado, Denver

Bachelors of Communications/Journalism and Business Administration; Trinity University, San Antonio

AICP, American Planning Association Certified Planner

Facilitation Training by Leadership Strategies, Atlanta

PROFESSIONAL AFFILIATIONS

Young Presidents Organization (YPO Gold)

Universidad de Francisco Marroquin, Real Estate Graduate Studies, Real Estate Marketing Professor

SELECTED HONORS

2008: ASLA Firm of the Year Award

2004: Who's Who in Construction, Architecture & Engineering, Denver Business Journal

2000: Top 100 Business Women in Arizona, Today's Arizona Woman

1996: Merit Award, ASLA, Clark County Wetlands Master Plan

1995 National ASLA Merit Award, North Lake Tahoe Tourism Plan

Becky has devoted her career to solving complex issues in the areas of community planning, market and economics, and resorts and tourism. She is recognized for her work in leading communities, companies and organizations in strategic and business planning, market definition and strategy, development entitlements, real estate economics, facilitation and advisory services. She has also been integrally involved in leading community participation processes and facilitation for projects.

Becky is a frequent keynote speaker for a variety of conferences including the Urban Land Institute Placemaking Conference, Union of British Columbia Municipalities Conference on Sustainability, and the Brown Fields Gray Water Symposium hosted by the Harvard Graduate School of Design. Her work has been published in Metropolis magazine, Landscape Architecture Magazine, Urban Land, and a variety of local periodicals. She has served on the Denver Mayor's Commission for Disabilities and the Leadership Advisory Council for the Colorado Nonprofit Association.

SELECTED PROJECT EXPERIENCE

Cottonwood Heights Economic Development Plan - Cottonwood Heights, Utah

Joplin Tourism Development Plan - Joplin, Missouri

Los Alamos Tourism Plan - Los Alamos, New Mexico

Gunnison/Crested Butte Tourism Strategic Plan - Gunnison, Colorado

North Lake Tahoe Tourism and Community Investment Master Plan - Placer County, California

North Star Tourism Work Session - Truckee, California

Teton County Tourism Marketing Plan - Jackson Hole, Wyoming

Village of Taos Ski Valley Tourism Workshop - Taos Ski Valley, New Mexico

Whistler Comprehensive Tourism Sustainability Plan - Whistler, BC

Cherokee Gates Redevelopment - Denver, Colorado

Denver Water Board Market Analysis - Dillon, Colorado

McClellan Redevelopment Strategy - Anniston, Alabama

Breckenridge Retail Analysis - Breckenridge, Colorado

Lower Park Avenue Redevelopment Plan - Park City, Utah

Northwest Quadrant Study - Santa Fe, New Mexico

Saint Julia de Loria Tourism Development Plan - Principality of Andorra

Truckee PC3 Commercial Use Market Analysis - Truckee, California

Colorado Horse Park Market Analysis and Development Strategy - Douglas County, Colorado

SARAH HORN, AICP, LEED GA

PROJECT MANAGER, PLANNER + PUBLIC FACILITATOR | DESIGN WORKSHOP



Sarah, a planner at Design Workshop, moved to the Colorado in 2010, after spending four years working as a Project Planner for the City of Milwaukee, and a Legislative Aide for the 3rd District. She brings comprehensive planning and policy experience to the Design Workshop team.

Sarah has worked on a variety of projects, including parks and open space plans, comprehensive plans, environmental corridor improvement plans, tourism plans, land use development plans and applications, area plans, and Great Outdoors Colorado grant application planning reports. Along with her planning knowledge, Sarah has prepared a variety of document deliverables. Her professional interests include community engagement in the planning process, sustainability, food systems planning, and policy implementation. Her professional interests include community engagement in the planning process, sustainability, food systems planning, and policy implementation.

EDUCATION

Master of Urban and Regional Planning:
University of Wisconsin
Milwaukee

Bachelor of Political Science:
University of Missouri, Magna
Cum Laude

CERTIFICATIONS

Certified Planner | American
Institute of Certified Planners

LEED GA

National Charrette Institute
Charrette System Certificate

PROFESSIONAL AFFILIATIONS

American Planning Association

United States Green Building
Council

VOLUNTEER EXPERIENCE

Basalt Affordable Community
Housing Board

Aspen Homeless Shelter 2013

Divide Creek Farms Booth -
Basalt Farmers Market 2011:
Basalt, CO

Presidential Election Poll
Worker 2008: Milwaukee, WI

Pollinating Our Future -
Milwaukee Urban Agriculture
Conference 2008: Milwaukee,
WI

Growing Power - Urban
Agriculture and Greenhouse

Prior to arriving in Colorado, Sarah was an urban planner for the City of Milwaukee and a Legislative Aide. In her role as planner, she worked on comprehensive planning throughout the City, participated in design reviews, staffed City Plan Commission meetings and completed the Northeast Side Area Comprehensive Plan. As Legislative Aide, she assisted with policy efforts related to urban agriculture, conservation planning and affordable housing and worked with constituents on a daily basis.

SELECTED PROJECT EXPERIENCE

Adams County Open Space, Parks + Trails Master Plan: Adams County, CO

Basalt Continuing Care Retirement Community Land Use Plan + Application: Basalt, CO

Carbondale Parks, Recreation + Trails Master Plan Update: Carbondale, CO

Colorado Springs Parks, Recreation and Open Space Master Plan: Colorado Springs, CO

Gorsuch Haus Hotel Development Project: Aspen, CO

Greeley Parks, Trails + Open Lands Master Plan: Greeley, CO

Joplin Tourism and Hospitality Master Plan: Joplin, MO

Los Alamos Tourism Strategic Plan: Los Alamos, NM

Martis Valley West Parcel Area Plan: Lake Tahoe, CA

Shooks Run Environmental Corridor Facilities Master Plan + Sustainable Infrastructure Plan: Colorado Springs, CO

Snowmass Center Redevelopment Plan + Land Use Application: Snowmass Village, CO

Relevant Experience Prior to joining Design Workshop

Legislative Aide, City of Milwaukee Common Council: Milwaukee, WI

Milwaukee Northeast Side Comprehensive Area Plan: Implementation

Milwaukee Citywide Comprehensive Plan

Milwaukee River Overlay District Legislation

Urban Chicken and Bee Keeping Legislation

Policy Analysis

Project Planner, City of Milwaukee Department of City Development: Milwaukee, WI

Milwaukee Northeast Side Comprehensive Area Plan: Development

Design Review Committee

Mayor's Urban Design Awards Coordinator

KRISTIN FERGUSON, LEEP AP

STAKEHOLDER ENGAGEMENT FACILITATOR + MARKET ANALYST | DESIGN WORKSHOP



EDUCATION

Bachelor of Arts in Political Science, Davidson College

ACCREDITATIONS / CERTIFICATIONS

LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

U.S. Green Building Council

Urban Land Institute

SPEAKING ENGAGEMENTS

Aspen Ideas Festival

Greenbuild Conference and Expo

The University Facilities Financing Summit

Association for the Advancement of Sustainability in Higher Education

For over a decade, Kristin has worked with designers, builders, planners and manufacturers to drive innovative and sustainable leadership projects in the built environment. In concert with the U.S. Green Building Council’s 12,000+ member companies, Kristin led stakeholder meetings as a key facilitator and expert across committees and business units. In Europe, Latin America and North America, she worked with strategic partners to increase market share of green building projects through LEED and improve building performance through Arc. Additionally, she worked with higher education institutions to set and achieve sustainability goals, improve operational efficiency and engage students in hands-on learning opportunities on campus.

At Design Workshop, Kristin works with developers, municipalities, resorts and other land owners to identify land use, development and operational opportunities that are supported by market research and financial analysis. Kristin has extensive public speaking and facilitation experience in settings as varied as the U.S. Capitol and the Aspen Ideas Festival. She enjoys working closely with clients to understand their dreams of the future while grounding these aspirations in a workable and realistic plan.

SELECTED PROJECT EXPERIENCE

Sugar Bowl Resort Facility Master Plan - Norden, California

I-25 & Erie Parkway Land Use Master Plan - Erie, Colorado

Dry Creek Ranch Development Alternatives - White Salmon, Washington

TROY RUSS, AICP

FACILITIES + MULTI-MODAL TRANSPORTATION PLANNER | KIMLEY HORN



EDUCATION

Master of City Planning,
Georgia Institute of
Technology, 1993

Bachelor of Environmental
Design, University of Colorado,
Boulder, 1990

ACCREDITATIONS / CERTIFICATIONS

American Institute of Certified
Planners #011710

PROFESSIONAL AFFILIATIONS

Urban Land Institute

American Planning Association

SPEAKING ENGAGEMENTS

The Rose Center for Public
Leadership in Land Use,
“Building an Equitable Grand
Rapids, MI

NEA’s Mayor’s Institute of
Design, Charleston, SC

FTA / ULI’s Rewrite of the FTA’s
New Starts Land Use Criteria,
Washington, DC

AASHTO’s Executive
Seminar on Land Use and
Transportation, Anaheim, CA

AWARDS

2016 Metro Vision Award,
Denver Regional Council of
Governments US36/McCaslin
DDI

2016 American Public Works
Association - Transportation
Award – US36/McCaslin DDI

Troy is a professional planner with 24 years of experience in both public and private sector planning, public facilitation, and the integration of urban design and transportation. Troy is recognized as being a leader in integrated land use and transportation policy, creating pedestrian environments, and successfully leveraging transportation investments to create livable communities.

Prior to joining Kimley-Horn, Troy was the Planning Director of Louisville, CO (Money Magazine’s most livable small town in 2009 and 2011) and prior to that a Principal at Glatting Jackson, a national transportation and urban design consultancy based in Orlando, FL.

Throughout his career, Troy has successfully conceptualized, negotiated, and implemented complete street designs and context appropriate transit facilities for communities and corridors of all scales and sizes to promote livability and economic development. His experience ranges from converting Riverfront Parkway in Downtown Chattanooga, TN from a 4-lane freeway to a walkable two-lane urban street, to co-authoring Denver’s Living Streets program, a city-wide complete street policy framework, to leading the City of Charlotte, NC through the largest single transit station area planning initiative in the US.

Troy has been a panelist for the National Endowment of the Arts’ Mayor’s Institute on City Design and a Fellow at the Rose Center for Public Leadership in Land Use.

HONORS AND AWARDS

Orange Line BRT and Red Line Station Master Plan, North Hollywood, CA

City-wide Transportation Master Plan, Sedona, AZ

Coffman BRT Corridor Plan, Longmont, CO

Reed Avenue Rail Corridor Reinvestment Plan, Cheyenne, WY

Colorado Ave. Mobility and Economic Assessment, Colorado Springs, CO

Downtown Parking Master Plan, Parker, CO

McCaslin / US 36 DDI, Alternative Analysis and Design, Louisville, CO

Downtown Parking and Pedestrian Action Plan, Louisville, CO

Downtown Community Venues Master Plan, Orlando, FL

Downtown Vision Plan and 1 Ave Woonerf, Jacksonville Beach, FL

Rockville’s Pike: Envision a Great Place, Rockville, MD

Independence Blvd. Area Plan, Charlotte, NC

RT’s Guide to Transit Oriented Development, Sacramento, CA

Lindberg City Traffic Mitigation and Traffic Calming Plan, Atlanta, GA

PennDOT/NJDOT - Smart Trans. Guidebook, Philadelphia, PA

Livable Transportation Planning and Design Oversight for the Triangle Redevelopment, West Sacramento, CA

BRANDON MCDUGALD, PE, LEED AP

FACILITIES + MULTI-MODAL TRANSPORTATION PLANNER | KIMLEY HORN



Brandon McDougald is a professional civil engineer with over 22 years of experience in land development. He has worked on a variety of project types, including health care, hospitality, retail, residential, industrial, mixed-use, and solar. Brandon has extensive experience planning, implementing, and overseeing all aspects of a project including land planning, site acquisition, project management, government entitlements, engineering and design, scheduling, estimating, project controls, and construction. Brandon prides himself in working closely with his clients and project teams to get projects approved and successfully delivered.

Prior to working with Kimley-Horn, Brandon assisted with the development of a masterplan for the Geneva Anderson property located in both Orem and Vineyard, Utah.

EDUCATION

Bachelor of Science,
Engineering, University of Utah

REGISTRATIONS/LICENSURE

Professional Engineer in Utah, Nevada, North Dakota, Oregon, Idaho, New Mexico, Texas, and Washington

ACCREDITATIONS / CERTIFICATIONS

LEED Accredited Professional

ZACH JOHNSON, PE

FACILITIES + MULTI-MODAL TRANSPORTATION PLANNER | KIMLEY HORN



Zach has over 12 years of civil engineering experience working with private and public sector clients providing unique solutions to develop, enhance, and benefit public and private infrastructure that serves retail, commercial, industrial, resort and residential projects and master planned communities. He works closely with owners, developers, and local municipalities to ensure that projects meet the intent of the owner as well as the desire and fabric of the community in which he is working. Zach has worked on many projects throughout the western United States and understands the importance that traffic, transportation and development has on thriving communities.

REGISTRATIONS/LICENSURE

Professional Engineer in Utah & Colorado

EDUCATION

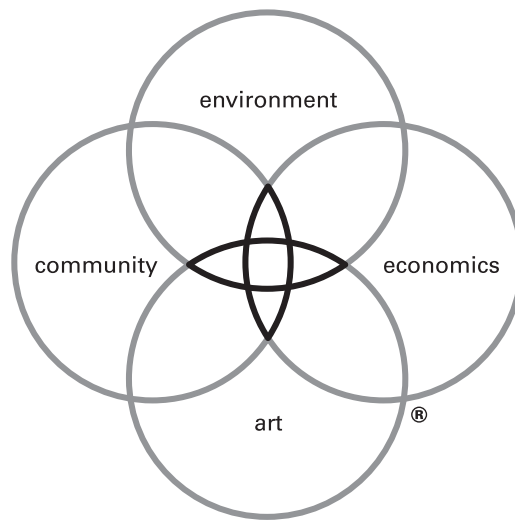
Bachelor of Science,
Engineering, Rose-Hulman
Institute of Technology

ACCREDITATIONS / CERTIFICATIONS

LEED Accredited Professional



TAHOE CITY VISION PLAN | Lake Tahoe, CA



DW LEGACY DESIGN®

We believe that when environment, economics, art and community are combined in harmony with the dictates of the land and needs of society, magical places result — sustainable places of timeless beauty, significant value and enduring quality, places that lift the spirit.

Design Workshop is dedicated to creating Legacy projects: for our clients, for society and for the well-being of our planet.

DESIGNWORKSHOP